

Person Specification

Post: Apprentice Project Officer

Criteria	Essential	Desirable
Experience		
Assisting with the setting up and working to systems associated with project administration	X	
Setting up meetings (preparing agendas, presentations) and circulating invites to project partners.	X	
Working in a customer facing or service role		X
Working with the public, private and voluntary sectors		X
Knowledge		
Knowledge of Cumbria, Lancashire & the Borderlands Region.		X
Awareness of the key aspects of Electric Vehicle technology and how it works.		X
Good knowledge of integrated IT packages, (such as Microsoft Office, Google docs) in particular the use of email and video conferencing.	X	
Experience of working with communities and social enterprises		X
Skills/abilities		
Ability and confidence to work constructively with people from different backgrounds and with representatives from other groups and organisations	X	
Self-motivated and capable of working both under supervision and alone	X	
Organisation and attention to detail in keeping records up to date.	X	
Ability to write reports, ensuring key information is structured and conveyed effectively	X	
Ability to think laterally and work flexibly	X	
Ability to work as part of a team	X	
Ability to form good working relationships with suppliers / customers / community stakeholders	X	
Qualifications		
Have achieved 96 UKAS points	X	
Other		
Willingness to work outside normal office hours of 9am – 5:15pm		X
Willingness to travel and ability to attend meetings.	X	