

## Doncaster Chamber of Commerce and Enterprise

### Person specification for the post of Business & Education Adviser

<b>General skills/experience</b>	<b>Desirable</b>	<b>Essential</b>	<b>Evidenced</b>
Excellent organisation skills		Y	Interview
Good IT skills including knowledge of all Microsoft packages		Y	CV/Interview
Project management experience		Y	CV/Interview
Business to business engagement (minimum 2 years)		Y	CV/Interview
Experience of delivering presentations/training workshops		Y	CV/Interview/Test
Experience of relationship management and partnership working		Y	CV/Interview
Excellent communication skills (written and oral)		Y	CV/Interview
<b>Specialist Skills/Knowledge</b>			
Understanding the challenges new/early stage businesses face		Y	CV/Interview
Experience/knowledge of starting a new business		Y	CV/Interview
Experience/knowledge of the local labour market	Y		Interview
<b>Academic qualifications</b>			
Good all round education: at least 4 Grade C and above GCSE's		Y	CV
Sfedi Level 4 or above		Y	CV
IAG Level 3 or above	Y		CV
Counselling L3 or above	Y		CV
<b>Other desirable qualities</b>			
Self motivated and able to work effectively to achieve objectives and deadlines		Y	Reference
Influential skills	Y		Interview/Reference
Full driving licence and own vehicle		Y	CV/Driving Licence
Excellent interpersonal skills and ability to adapt approach to suit the audience		Y	Interview

