



### Person Specification: Lunch Club Development Officer

Requirement	Essential	Desirable	Assessment method
Qualifications / Education / Training:	CLD degree or significant experience in a similar role	Food hygiene certificate	Application form
Experience:	Developing activities/services in the community/third sector Delivery of training Experience in Community Engagement and Capacity Building Volunteer management	Using social media for promotional purposes Experience of volunteering Working in food setting Business or social enterprise development Monitoring and evaluation	Application and interview
Knowledge:	Committee skills Understanding co-production methods and asset based approach	Finance: planning and book-keeping Marketing & promotion	Application and interview
Skills & Competencies:	Excellent ICT skills and competency in Microsoft Office & use of databases Organisational and time management skills – must be able to juggle processes and tasks and take responsibility over these Skills in supporting and facilitating individuals and groups to develop at their pace and to become self-sustaining		Application and interview
Personal Attributes:	Commitment to equalities Team player Creative Reliable		References/interview