

**PERSON SPECIFICATION
Green Impact Project Assistant**

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Excellent oral and good written communication skills (although some training will be given).	Essential	Supporting Statement / Interview
2. Strong organisational skills and a high level of motivation.	Essential	Supporting Statement / Interview
3. Initiative and the ability to think creatively.	Essential	Supporting Statement / Interview
4. Patient, tolerant and empathetic.	Essential	Supporting Statement / Interview
5. Credibility with peers and a positive outlook, with the ability to influence others.	Essential	Supporting Statement / Interview
6. Awareness of environmental and sustainability issues.	Desirable	Supporting Statement / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.