**MOLD TOWN COUNCIL**

**PERSON SPECIFICATION FOR POST OF BUSINESS AND REGENERATION OFFICER**

**Note to Applicants:**

The Essential Criteria are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The How Identified column shows how the necessary information about you will be obtained.

If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application

enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

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| **ESSENTIAL CRITERIA** | **HOW IDENTIFIED** | **DESIRABLE CRITERIA** |
| 1. **Experience and job knowledge**
 |  |  |
| Retail, business or related experience  | Application form and interview | Awareness of Business Improvement Districts |
| Experience of partnership working | Applications form and interview | Experience of working with the SME sector |
| Experience of finding funding to sustain business activity | Application form and interview |  |
| Experience in completing grant applications | Application form and interview |  |
| Marketing, business planning skills | Application form and interview |  |
| Experience of managing projects | Application form and interview | Awareness of Health & Safety Legislation |
| Knowledge of the range of issues facing town centres | Application form and interview | Understanding of public sector accountability |
| Experience of promoting, managing and raising money from sponsorships | Application form and interview |  |
| 1. **Job related skills and behaviours**
 |  |  |
| Excellent persuasion, influencing and communication skills. Politically astute | Interview | Awareness of current challengers facing town centre sustainability and small businesses |
| Demonstrable ability to develop and sustain good working relationships with a varied range of contacts | Interview | Competence in Microsoft office products including PowerPoint, Excel etc. |
| An understanding of and commitment to equal opportunities in the provision of services | Interview | Understanding of social media |
| 1. **Special working conditions**
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| Willingness to travel/attend various business/regeneration meetings throughout the region | Application form and Intervie | The ability to speak Welsh |
| Willingness to work flexible hours, including evenings and weekends subject to the needs of the service | Interview |  |