**Person Specification:**

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| Essential Criteria | Desirable Criteria |
| 1. Experience of supporting in an I.T. function and team environment | 1. A valid 1st Aid Certificate. |
| 1. Experience of a range of I.T. equipment and software and able to share knowledge with others. | 1. Understanding of mindfulness and mindful practices to reduce carbon in the environment. |
| 1. Organised, punctual and reliable (the team will be relying on you as a technician). | 1. Knowledgeable about the basics of the benefits of walking and physical activity |
| 1. Experience in a similar role. | 1. Able to follow Risk Assessments and instructions. |
| 1. Disability aware and confident in making adaptations to presentations and materials. | 1. Experience working with people who are distanced from technology, employment and the environmental agenda. |
| 1. Ability to demonstrate how to schedule Zoom sessions, sending invites and producing attendance reports and downloading video recordings as evidence. | 1. The ability to monitor the progress of project outputs and achieve targets. |
| 1. Friendly, welcoming and empowering with excellent communication skills | 1. Ability to update website and promote events through Social Media. |
| 1. A personable disposition and demonstrable interpersonal skills. | 1. Enthusiastic and passionate about technology, the environment and helping people. |
| 1. Observant and sensitive to the needs of others, compassionate, empathetic and accommodating. | 1. Experience of managing learners in groups, confident speaking 1:1 and in groups. |
| 1. Strong ethos for Equality, Diversity and Inclusion. | 1. Knowledge of Covid Protocols |
| 1. Able to adhere to risk assessments, GDPR regulations and safety awareness procedures. | 1. A clean driving license or able to ride our electronic e-cargo bike between venues. |
| 1. Experience of a data recording within a CRM systems | 1. Ally or LGBTQ+ due to the nature of some of our projects |
| 1. Non-smoker – we are a health conscious, Disability Leading Organisation |  |

**Evidence of how you meet the criteria above:**

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| Essential Criteria | Desirable Criteria |
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