**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.
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| 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.
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| 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
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| 1. Experience in a similar role.
 | 1. Able to follow Risk Assessments and instructions.
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| 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.
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| 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.
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| 1. Friendly, welcoming and empowering with excellent communication skills
 | 1. Ability to update website and promote events through Social Media.
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| 1. A personable disposition and demonstrable interpersonal skills.
 | 1. Enthusiastic and passionate about technology, the environment and helping people.
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| 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.
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| 1. Strong ethos for Equality, Diversity and Inclusion.
 | 1. Knowledge of Covid Protocols
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| 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.
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| 1. Experience of a data recording within a CRM systems
 | 1. Ally or LGBTQ+ due to the nature of some of our projects
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| 1. Non-smoker – we are a health conscious, Disability Leading Organisation
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**Evidence of how you meet the criteria above:**

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| Essential Criteria | Desirable Criteria |
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