



Person Specification

- Position:** Project Officer
- Reporting to:** Development Manager for Education, Learning & Communications
- Duration:** 8 months
- Salary:** £8,000 per annum for 2 days per week
- Hours of work:** 14 hours per week (excluding lunch break) - days to be negotiated. Some weekend and Bank Holiday work required.

Person Specification

Essential criteria

- A high level of organisational skills.
- Excellent interpersonal and communication skills.
- Experience working with members of the public from all ages and backgrounds to develop, market and deliver events and activities.
- A good level of social media, website and general communications experience.
- Knowledge and interest in UK wildlife conservation.
- Experience in working with a small team delivering to tight deadlines.
- A good level of ICT skills, including efficient use of Microsoft Office Word, Excel and Outlook.

Desirable

- Experience of financial procedures in a charity setting, including reporting back to donors, managing grant finances.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW
Tel: 01733 602102 Email: info@froglife.org
www.froglife.org

