

## **PERSON SPECIFICATION**

### **V3 Power coordinator and co-op member**

Being a member of a small co-operative is an unconventional way to work. We are our own bosses, have to make our own structure, and must appreciate that the success of the co-op is our collective priority. We are ultimately looking for someone who understands this and is up for embracing the challenge!



#### **Essential**

- Desire to work in a co-op.
- Ability to manage projects effectively.
- Ability to maintain and develop the administration of a small business.
- Ability to work effectively in a flexible self-structured environment.
- Ability to work independently, use initiative, and problem solve.
- Good verbal and written communication skills.

#### **Desirable**

- Experience of working in a co-op including consensus decision making.
- Design and/or fabrication skills in wood, metal and electronics.
- Experience of project or events management.
- Experience of managing finances and budgets.
- Experience of small business administration.
- Experience of using simple office software - especially spreadsheets.
- Experience of using Google Mail and Google Drive.
- Experience of using wordpress or other website development software.
- Experience of marketing and/or funding applications.
- Experience of teaching.
- Passion for renewable energy and sustainability generally.
- UK Driving license and access to vehicle.