

Person specification

Development Officer – Feel Good Suffolk

Band 6

Criteria	Attributes	Method of assessment
Knowledge	Essential • Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint and Teams). • Understanding of health behaviours and wider health determinants Desirable • An understanding of smoking cessation services and/or public health approaches. • Knowledge of Suffolk's geography and the barriers residents may face in achieving a healthy lifestyle.	Application, interview and test
Experience	Essential • Working with multiple partners and stakeholders to achieve shared outcomes. • Leading and supporting a team (formally or informally). • Project management: planning activities, monitoring progress and managing risks. • Holding responsibility for performance, outcomes, or KPIs (Key Performance Indicators) within a programme. • Translating evidence and policy into local delivery plans. • Managing competing priorities and workstreams • Using evidence, insights or data to develop projects. • Building positive stakeholder relationships across a variety of organisations and sectors. Desirable • Experience of reporting to senior stakeholders or governance groups.	Application and interview

	• Working in the public sector, VCFSE (Voluntary, Charity, Faith and Society Enterprise) sector and/or health settings. • Collecting and analysing insights and data to demonstrate impact and outcomes. • Working with residents and/or end-users to develop inclusive and accessible services or projects. • Working in a community engagement or outreach role. • Experience of supporting grants programmes / service level agreements / commissioning of services.	
Skills and abilities	Essential • Strong organisational skills, with the ability to plan workload, use initiative, and take responsibility for meeting deadlines. • Ability to work collaboratively, lead and motivate others. • Ability to think strategically - seeing the bigger picture, weighing up options, and understanding the wider context. • Excellent communication skills (written and verbal), including confident public speaking and presentation delivery. • Confidence in representing the service at senior forums or partnership boards. • Ability to analyse and apply data and evidence to drive decision-making. • Ability to manage a budget. • Strong interpersonal skills, with the ability to build relationships and engage effectively with local communities and stakeholders. Desirable • Passion for improving health and wellbeing in local communities. • Negotiation skills	Application, interview and test
Qualifications	Essential • Educated to GCSE standard or equivalent, including English and Maths. Desirable • Educated to A-Level or undergraduate degree level, or evidence of further study. • NCSCT (National Centre for Smoking Cessation and Training) trained (or willingness to complete). • Project management qualification.	Documentary evidence

Other	• Satisfactory Basic DBS check • Ability and willingness to travel across Suffolk, via car or public transport. • Commitment to professional development and to supporting training and development initiatives.	Documentary evidence and interview
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June 2026