



## FALKLAND ISLANDS DEVELOPMENT CORPORATION

### JOB DESCRIPTION

<b>Job Title:</b>	Development Assistant	<b>Reporting to:</b>	Development Manager
<b>Salary Scale:</b>	commencing from £18,000 per annum.	<b>Reports on:</b>	N/A

#### Job Purpose:

This is an entry-level position at the Falkland Islands Development Corporation (FIDC) that introduces a capable individual to economic and business development in the Falkland Islands. The successful individual will participate in an office working environment and gain professional skills and experiences relevant to business, economic development and project management. The successful applicant will be the beneficiary of a Career Development Plan to ensure structured professional development that will provide opportunities for progression within FIDC.

The Development Assistant will work across all areas within FIDC to gain professional experience and training. From the commencement of the role, the post holder will be integrated within the FIDC team and work closely with the Development Team and will assist others at FIDC to deliver tasks, initiatives and projects. The role will include a range of different tasks from administrative, operational, public relations, project management, business analysis and strategic planning.

#### Development within the role:

- **Career;** this position provides opportunities to the successful candidate to progress within FIDC and further their career.
- **Professional development;** a goal-orientated career development plan will be agreed with the successful applicant upon appointment to provide continuous personal and professional development within an economic development environment.
- **Training;** the successful candidate will have the opportunity to gain an understanding of project management, business and financial analysis, rural development, business planning, website design and maintenance, public relations, funding appraisal and learn to engage with key stakeholders.
- **Education;** the successful applicant will have the opportunity to develop formal training and participate in courses in areas relevant to FIDC.
- **Economic development;** Play a role in the continued development of businesses and the Falkland Islands economy.
- **Teamwork;** be part of a close-knit team and work with others to develop ideas and solutions.

## **Knowledge/Skills/Experience/Qualifications required for the job:**

### **Qualifications and Experience**

#### **Essential Criteria:**

- GCSE at A\*-C grades in Maths and English or equivalent.
- Good administrative and IT skills (including Microsoft Outlook, Word & Excel).
- Interest and knowledge of business and economic development in the Falkland Islands.
- A good understanding of the Falkland Islands economy and FIDC's role in its development.
- Good research and reporting skills.
- Experience or strong understanding of the responsibility of working in commercially sensitive and confidential working environment.
- Ability to express ideas and impart key messages clearly and effectively through both written and oral communication.

#### **Desirable Criteria:**

- Previous experience in business and economic development.
- Good level of understanding of business theory.
- Experience public relations.
- Ability to quickly sift and understand large amounts of data, both written and numerical, and being able to identify key trends and issues to develop informed solutions that can address specific and strategic issues.

### **Skills and personal attributes**

- A strong aptitude for personal and professional development.
- Ambition and enthusiasm to learn and develop their career through training and work experience.
- Commitment to working to a high standard.
- Creativity and the capacity to multi-task and prioritise workloads.
- Commitment to team work and building effective working relationships.