

GROUNDWORK

CHANGING PLACES

CHANGING LIVES

PERSON SPECIFICATION



JOB TITLE: WEEE Project Lead

Factor	Criteria No	Criteria	Criteria to be tested by...(tick as appropriate)						
			Ranking (Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate
Education & Qualifications	1	Educated to A Level or equivalent (NVQ Level III)	E	*					*
	2	Degree qualified or equivalent in a relevant subject area	D	*					*
	3	Educated to GCSE standard in Maths and English	E	*					*
Experience	1	Experience of successful project delivery in community settings.	E	*	*	*			
	2	Experience of successful project management	E	*	*	*			
	3	Experience of successful project development	E	*	*	*			
	4	Experience of preparing and delivering written and verbal reports	E	*	*	*			
	5	Experience of budget control and monitoring	E	*	*				
	6	Experience of using software packages in particular Microsoft Word, Excel, PowerPoint	E	*	*				
	7	Experience of external liaison and developing effective relationships with communities, public and private sectors.	E	*	*				
	8	Substantial experience of presentation work	E	*	*				
	1	Detailed knowledge of waste and recycling especially WEEE	E	*	*	*			

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Knowledge	2	A strong understanding and recent experience of successful working in multi sector partnerships	D						
	3	Understanding of health and safety and its application in work practices.	E	*	*				
Personal Skills	1	Good organisational skills to enable the effective project management.	E	*	*	*			
	2	Strong and well developed communication skills (both written and verbal) to support the achievement of the project's objectives and to deal with people at all levels	E	*	*	*			
	3	Ability to maintain confidentiality as required.	E	*	*				
	4	Ability to work on own initiative, taking responsibility for task delivery to time and within budget, only referring matters upwards as necessary.	E	*					
	5	Ability to analyse challenging problems and recommend practical solutions	E	*					
	6	Ability to lead and innovate both within Groundwork and externally with partners	E	*					
	7	Ability to lead and work as part of a team	E	*					
	8	Confident and persuasive with an ability to encourage behavioural change.	E	*					
	9	Ability to achieve targets and deadlines whilst still maintaining quality	E	*					
Additional Requirements	1	Prepared to undertake regular work out of hours	E	*					
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*					
	3	Full Driving Licence and access to a vehicle for work purposes	E	*					*