

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Programme Manager

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...						
			(Essential / Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Educated to degree level or equivalent standard	E	*						*
	2	Recognised management qualification	D	*						*
Experience	1	Minimum of 3 years' experience of working within a role overseeing programme development, programme management and staff management	E	*	*					
	2	Experience of preparing and delivering comprehensive and accurate written and verbal reports	E	*	*					
	3	Experience of developing effective working partnerships, encompassing a range of sectors.	E	*	*					
	1	Strong project management skills with ability of delivering successful projects to target outcomes as well as awareness of impact evaluation methods.	E	*	*					
	2	Excellent IT Skills with the ability to use a range of digital media to support programme management and engagement	E	*	*					
	3	Substantial knowledge and understanding of community regeneration related issues both local and regional	E	*	*					

Knowledge	4	Understanding of Health and Safety in the workplace in a management role	E	*	*				
	5	The ability to engage, motivate and lead a team to generate and implement new ideas, and achieve results.	E	*	*				
	6	Excellent organisational and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.	E	*	*				
	7	An effective communicator and negotiator with sound relationship management and interpersonal skills	E	*	*				
	8	Understanding of and commitment to the importance of safeguarding	E	*	*				

Personal Skills	1	Enthusiasm, imagination, innovation, energy and drive. Able to negotiate conflict and establish positive win/win solutions where possible.	E	*	*				
	2	A team player with an open, collaborative style and a practical, "can-do" approach.	E	*	*				
	3	An effective communicator able to influence and negotiate across all levels.	E	*	*				
	4	Commitment to our cause and passionate about achieving change.	E	*	*				

Additional Requirements	1	Ability to undertake occasional 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	*					*