

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Community Project Manager (A)

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 in related subject	E	*					*
	2	Education and / or Training Qualification	D	*					*

Experience	1	Experience of managing and delivering large scale projects to meet identified targets	E	*	*				
	2	Experience of initiating and developing successful project proposals through to implementation to support programme growth	E	*	*				
	3	Experience of preparing and delivering clear written and verbal reports	E	*	*				
	4	Experience of using software packages in particular Microsoft 365	E	*	*				
	5	Experience of building, developing and sustaining effective networks, partnerships and working relationships with communities, stakeholders and appropriate partners	E	*	*				
	6	Experience of working with specific targeted groups such as children or vulnerable adults	D	*	*				
	7	Experience of managing project budgets effectively and monitoring of outputs	E	*	*				
	8	Experience of sourcing funding opportunities, submitting successful funding applications and working effectively with funders	E	*	*				

	9	Experience of supervising volunteers	D	*	*				
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Knowledge	1	Knowledge of community, environmental and/or regeneration issues	E	*	*				
	2	Understanding of external funding sources and how to access funding	E	*	*				
	3	Understanding of health and safety and its application in work	E	*	*				

Personal Skills	1	Good organisational skills to enable effective project management	E	*	*				
	2	Strong interpersonal and negotiation skills with ability to communicate effectively in both verbal and written form	E	*	*				
	3	Ability to maintain confidentiality as required.	E	*	*				
	4	Ability to use initiative and apply judgement to support effective decision making and seek guidance appropriately	E	*	*				
	5	Ability to analyse challenging problems and recommend practical solutions	E	*	*				
	6	Ability to innovate	E	*	*				
		Ability to lead and influence others to achieve results	E	*	*				
	7	Ability to work as part of a team both within Groundwork and externally with partners and community members	E	*	*				
8	An enthusiastic and flexible approach with a can do attitude	E		*					

Additional Requirements	1	Prepared to undertake regular work out of normal working 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	*					*