

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: Community Project Manager (B)

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 GCSE or equivalent standard in Maths and English	E	*						*
	2	Education and / or Training Qualification	D	*						*
Experience	1	Experience of successful project delivery to meet identified targets	E	*	*					
	2	Experience of preparing and delivering clear written and verbal reports	E	*	*					
	3	Experience of using software packages in particular Microsoft Office	E	*	*					
	4	Experience of working with communities and appropriate partners	E	*	*					
	5	Experience of working with specific targeted groups such as children or vulnerable adults	D	*	*					
	6	Experience of effective project budget control and monitoring of outputs	E	*	*					
	7	Experience of preparing funding applications and dealing with funders	D	*	*					
	8	Experience of supervising volunteers	D	*	*					
Knowledge	1	Knowledge of community regeneration issues	E	*	*					
	2	Understanding of external funders and how to access funding	D	*	*					
	3	Understanding of health and safety and its application in work	E	*	*					

<b>Personal Skills</b>	<b>1</b>	Good organisational skills to enable effective project delivery	E	*	*				
	<b>2</b>	Ability to communicate effectively both verbally and written	E	*	*				
	<b>3</b>	Ability to maintain confidentiality as required.	E	*	*				
	<b>4</b>	Ability to use initiative and apply judgement to support effective decision making and seek guidance appropriately	E	*	*				
	<b>5</b>	Ability to analyse challenging problems and recommend practical solutions	E	*	*				
	<b>6</b>	Ability to innovate	E	*	*				
	<b>7</b>	Ability to work as part of a team both within Groundwork and externally with partners and community members	E	*	*				
	<b>8</b>	An enthusiastic and flexible approach with a can do attitude	E		*				

<b>Additional Requirements</b>	<b>1</b>	Prepared to undertake regular work out of normal working hours	E	*	*				
	<b>2</b>	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	<b>3</b>	Full Driving Licence and access to a vehicle for work purposes	E	*					*