

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: PROGRAMME COORDINATOR

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Educated to degree or equivalent standard	D	*						
Experience	2	Experience of managing and developing staff	D	*	*	*				
	3	Experience of preparing and delivering written and verbal reports	E	*	*	*				
	4	Experience of successful project management and development	E	*	*					
	5	Experience of developing relationships with communities and public and private sectors.	E	*	*					
	6	Proven experience of policy development and implementation	E	*	*					
	7	Sound ICT knowledge and experience of IT packages	E	*						
	Knowledge	8	Proven budget control and monitoring	E	*	*				
9		Proven knowledge of regeneration related issues both locally and regionally	E	*	*					
10		Sound knowledge of Health and Safety legislation and practices	E	*	*					

PERSON SPECIFICATION



JOB TITLE: PROGRAMME COORDINATOR

			Ranking	Criteria to be tested by...(tick as appropriate)					
Personal Skills	11	Experience of relationship management and good interpersonal skills	E	*	*				
	12	Proven organisational skills to enable effective Project Management	E	*	*	*			
	13	Sound communication and negotiation skills (both written and verbal) to support the achievement of the Trusts objectives and deal with people and clients at all levels	E	*	*				
	14	Ability to maintain confidentiality at all levels	E	*	*				
	15	Proven ability to plan resources and services to support the operational plans of the organisation	E	*	*	*			
	16	Demonstrate an ability to lead and innovate both within Groundwork and externally with partners	E	*					
	17	Ability to lead and work as part of a team.	E	*					
	18	Proven ability to achieve deadlines whilst still maintaining quality.	E	*					
Additional Requirements	19	Prepared to undertake occasional work out of hours	E	*					
	20	A commitment to Equal Opportunities and Diversity in all work practices	E	*					
	21	An appreciation and commitment to health and safety practices in the workplace.	E	*					
	22	Full driving licence	E	*					