

Person Specification – Programme Manager



Essential criteria

Qualifications, skills and experience

- Experience of leading a team to deliver a project or service
- Ability to manage a portfolio of responsibilities
- Experience managing budgets
- Excellent leadership, communication and interpersonal skills
- Proven ability to plan and prioritise a busy, diverse workload and use initiative
- Experience of monitoring, evaluation and reporting
- Excellent literacy, numeracy and IT skills, including Microsoft Word and Excel

Knowledge

- Knowledge of HR policies and good practice
- Understanding of financial systems and accounting requirements

Personal qualities

- Proactive and self-motivated
- Flexibility and adaptability
- Ability to work well under pressure
- Excellent attention to detail
- A positive and supportive attitude
- Awareness of the need for confidentiality/sensitivity
- A willingness for continued learning and personal development

Desirable criteria

- A qualification in management or leadership
- Previous quality management or assurance expertise
- Experience of working in voluntary/community sector
- Experience of managing grant-funded projects
- Understanding of social enterprise
- Experience of partnership working and ability to develop partnerships
- Enthusiastic about engaging people in the environment and carbon reduction
- An interest in social justice and helping people in hardship
- Genuine interest in community development and engagement
- Experience of action learning or reflective practice