Person Specification: Projects and Programmes Manager (COMMUNITY)

Please highlight how you meet the person specification by completing the table below.

|  |  |
| --- | --- |
| **Skills and Abilities** | **Evidence** |
| Can demonstrate excellent project management skills |  |
| An ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders to achieve defined project goals |  |
| The ability to create and manage a project plan |  |
| Excellent interpersonal skills, able to communicate effectively with a wide range of people and develop good working relationships in a complex stakeholder group |  |
| Comfortable with having challenging conversations with an ability to empathise with different views (religious, political) whilst also working towards shared solutions |  |
| Ability to manage time effectively and prioritise workload to meet deadlines |  |
| Excellent problem solving and decision-making skills |  |
| Excellent communication skills, verbal and written |  |
| A creative thinker with the tenacity and confidence to see things through to implementation and completion |  |
| An ability to work under pressure particularly during periods of organisational change, and to balance conflicting demands and meet tight deadlines |  |
| Proven use of IT systems and competent in the use of Microsoft Office and cloud based sharing systems |  |
| An understanding of safeguarding and welfare |  |
| Able to work independently as well as being part of a team |  |
| Understanding and commitment to diversity and equal opportunities |  |
| A commitment to excellent management basics, responding to emails, keeping diaries up to date, escalating issues and risks, working collaboratively with the team and keeping line managers/programme managers up to date with activities and progress |  |
| **Knowledge** | |
| A strong understanding of equality and inclusivity in sport |  |
| Knowledge of the sport for social change sector and community sport |  |
| Knowledge and understanding of the needs of community coaches and new participants, in the context of highly effective community sport programmes |  |
| **Proven Experience** | |
| Worked in a project or programmes manager role, either with existing experience in the sport for social change sector, or with transferable skills and a desire to learn about the sector. |  |
| Establishing, building and maintaining highly effective relationships with external groups, organisations and/or individuals. |  |
| Experience of working with women in Muslim communities, with a deep understanding of the challenges affecting their day to day lives and the barriers that exist in sport which need to be addressed. |  |
| Have a basic understanding of and/or are committed to learning about anti-racism. |  |
| Ability to co-ordinate multiple projects simultaneously to success, developing innovative ideas and putting them into practice. |  |
| Proven experience in identifying, delivering and evaluating projects using local and national insights. |  |
| **Personal Disposition** | |
| Exceptional interpersonal skills, e.g. the ability to influence, persuade and present compelling cases for improved practices amongst stakeholders and members of staff |  |
| Strong desire to excel at whatever task is at hand, seeking to achieve high levels of professionalism and quality standards |  |
| Personal integrity and the ability to invoke trust and respect from others |  |
| Personal commitment to continuous professional development |  |
| Highly motivated with a passion for improvement and for sport |  |