



Person Specification

Programmes
Manager

ESSENTIAL CRITERIA	How measured?
Education, Qualifications and Training <ul style="list-style-type: none"> • Educated to a minimum Level 5 • Evidence of commitment to personal development • Minimum of 2 years' experience managing a team 	A/I A/I A

ESSENTIAL CRITERIA	How measured?
Experience, Knowledge and Skills <p>The context of the work:</p> <ul style="list-style-type: none"> • A good understanding of local needs • A track record of successfully working with VCFSE organisations • Experience/understanding of community development and Asset Based Approaches. • Experience of working with a range of different communities and cultures. • A high level of drive and commitment to the VCFSE and to DMNW's aims and values. <p>Getting the best out of people:</p> <ul style="list-style-type: none"> • Effective staff/volunteer line management skills and experience. • Experience of supporting individuals on a one to one basis. • Experience of conducting annual appraisals and supervisions • An understanding of effective team working principles. • Effective facilitation and motivational skills. • High level listening, influencing, and negotiating skills. • Ability to communicate effectively with diverse audiences. <p>Effective Project management:</p> <ul style="list-style-type: none"> • Experience of working in partnership across organisational sectors and of representing your organisation at a high level. • Experience of planning, delivering, and monitoring/evaluating complex projects. • Ability to develop high quality written and verbal reports. • Experience of analysing and interpreting data. • Experience of delivering presentations and/or training. • A high level of organisational skills. • The knowledge and skills to use Microsoft office applications (Outlook, Word, Powerpoint etc) and databases to the level of competence required to support your work. 	A/I for all



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ESSENTIAL CRITERIA	How measured?
<p>Personal qualities</p> <ul style="list-style-type: none"> • Strong team player capable of collaboration, improvisation and support to colleagues and able to receive this assistance in return. • Confident communicator able to understand and be understood by different groups and individuals in various situations and at all levels. • Ability to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals. • Ability to prioritise and manage own workload. • Ability to work to tight deadlines and competing priorities. • Reliable. • A commitment to equality of opportunity for all. • Ability to challenge appropriately where necessary. • To have a flexible approach to work, and to be prepared to work evenings and weekends as needed. • To be able to travel around Tameside (and beyond), in order to carry out the work. 	<p>A/I for all</p>

DESIRABLE CRITERIA	How measured?
<ul style="list-style-type: none"> • A relevant professional qualification. • Experience of writing funding and income generation bids/proposals and successfully applying for funding. 	<p>A A</p>

KEY:

A - Application
I - Interview