**Mearns and Coastal Healthy Living Network**

**Project Manager**

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Skills and Abilities** |  |  |
| Leadership and management skills to align people to the aims and objectives of the organisation, in a way that helps them see where they can contribute and that motivates and inspires them to do so. | ✔ |  |
| Able to work collaboratively with colleagues and build positive working relationships and networks | ✔ |  |
| Able to communicate, negotiate and collaborate effectively with a wide range of people and organisations and influence others | ✔ |  |
| Being accountable for the operational and strategic performance of the organisation in formulating and implementing a sustainability action plan. Having the ability to cope with limited resources, seize opportunities and think creatively. | ✔ |  |
| Presentation skills |  | ✔ |
| Excellent interpersonal and communication skills, both verbal and written | ✔ |  |
| Organisational skills and proven ability to manage own time and workload | ✔ |  |
| Driving licence | ✔ |  |
| **Knowledge** |  |  |
| Knowledge of funding sources |  | ✔ |
| A good understanding of how to work in an outcomes focused way |  | ✔ |
| Ability to comprehend and monitor budgets and relate financial information to the organisation’s activity |  | ✔ |
| A sound knowledge of how the voluntary, statutory and community sectors work and a proven ability to build productive networks | ✔ |  |
| An understanding of the volunteering role within a charitable organization | ✔ |  |
| **Experience** |  |  |
| A sound knowledge of how the voluntary, statutory and community sectors work and a proven ability to build productive networks | ✔ |  |
| Proven ability to identify funding streams and make successful funding applications. | ✔ |  |
| Proven ability in team or project management including staff management | ✔ |  |
| Proven ability to collaborate with a range of partners |  | ✔ |
| Proven financial management experience, including preparation and monitoring of budgets and preparation of monthly accounts. |  | ✔ |
| Proven experience of volunteer management | ✔ |  |
| **Personal Attributes** |  |  |
| Ability to work in a team as well as own initiative | ✔ |  |
| Excellent interpersonal skills | ✔ |  |
| Self-motivated and able to work without close supervision | ✔ |  |
| Ability to work within tight timescales and deadlines |  | ✔ |
| Work flexible hours where necessary including evenings and weekends | ✔ |  |