**WITH KIDS**

**Project Manager - Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Personal Qualities  | Able to work independently and use own initiative, non-judgemental.Able to manage a busy and diverse workload. Ability to deal with people at all levels and to establish good working relationships. |  |
| Experience | Strong background in community development. Staff management experience | Project management experience. |
| Knowledge and Skills  | Knowledge of the voluntary/statutory sector.Ability to manage change, to introduce new initiatives and revise systems and processes.Excellent organisational skills.Excellent verbal and written communication skills.Demonstrable analytical skills.Creative problem solving skills.Excellent computer skills – Access, Excel, PowerPoint and Word. | Knowledge of Wester Hailes  |
| Qualifications and Training | Qualification in Community Development.Member of the Protection of Vulnerable Groups (PVG) scheme |  |
| Interests Applicable To The Post | A passion and vision for supporting vulnerable individuals | Experience of working in charitable sector. |
| Work Requirements | Flexible approach to work  |  |