**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 |  |