**Changes Community Health Project**

**Person Specification: Project Development Coordinator**

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| Area | Essential | Desirable |
| Qualifications | * A degree in a relevant field or equivalent related experience | * Management certification * Community Education, Social Work, Mental Health or other related qualification |
| Experience / Knowledge | * Experience designing, developing and delivering projects in collaboration and consultation with staff, volunteers and participants * Experience of working within a peer-based model * Experience of facilitating groupwork / delivering courses * Experience of leading and line managing staff * Experience of building good relationships and partnership working within the voluntary and statutory sectors * Experience of implementing monitoring and evaluation tools to demonstrate impact * Experience of working with volunteers (ideally in a supervisory capacity) * Knowledge of current policy and issues relevant to mental health primary care provision * Knowledge of and commitment to mental health service delivery via a community development approach | * Experience of therapeutic practices |
| Leadership | * Experience of effective leadership and team management to achieve maximum impact * Commitment to Changes values of compassion, welcoming and community and drive to ensure these are embodied within teamwork, staff management and service provision * Commitment to, and experience of, promoting equality, diversity and anti-discriminatory practice | * Coaching / mentoring skills * Experience of recruiting, supporting and supervising volunteers |
| Communication and Planning | * Commitment to working collaboratively with partner organisations with confidence to build new relationships * Ability to write reports * Flexibility to adapt and respond to a variety of situations and people, in order to meet changing needs * Strong time management skills, and ability to organise and prioritise own and others’ workload effectively and to work under pressure | * Experience in seeking funding opportunities and writing funding applications |