**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
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| 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
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| 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
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| 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
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