**Blackburn Family Centre**

**Person Specification for Project Manager**

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| **1. WORK CONTEXT**  The Community Project will be based at Blackburn, West Lothian. Office space is available within the Trindleyknowe building.  The post is for 25 hours per week, the successful candidate will require to have a reasonable flexibility with regard to how the hours are worked, this will be agreed prior to commencing employment. |

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| **2. AUTONOMY AND DECISION-MAKING**  Planning and Review meetings with the Board of Directors to agree work plan and priorities. Involvement in Board meetings to provide financial updates & support decision making processes.  The Project Manager will be responsible for organising their work plans and daily task management. |

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| **3. COMMUNICATIONS** Internal Excellent verbal and written communications required to report on progress against work plan and budgets **External** Excellent verbal and written communications required with   * Strategic partners at a local and national level, both voluntary and statutory organisations. * Community based groups, assisting and supporting members in addressing concerns regarding community life issues ultimately leading to improved health, family life, knowledge, confidence, skills, opportunities, environment, safety and a reduction in anti-social behaviour. * The community of Blackburn * Key partners and stakeholders within Blackburn and West Lothian. * Funders |

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| **4. KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED FOR THE POST**  **Essential skills and experience**   * + Excellent time management skills, ability to organise and plan own workload   + Excellent analytical and report writing skills   + Excellent negotiation and formal presentation skills   + Experience of the management and development of staff and volunteers   + Experience of submitting funding applications   + Proficiency in the use of Microsoft Office and e-technology   + At least 2 years experience of working at a strategic level with a range of partners   + At least 2 years experience of inter-agency working in a community setting   + Experience of organising events, meetings and conferences   + Experience of budgetary management   + Experience of monitoring and evaluation   + Knowledge of current policy and practices affecting communities   + Understanding and experience of using a community development approach   + Committed to equal opportunities and non - discriminatory practices   + Own transport and clean full driving licence.   **Desirable skills and experience**   * Experience of research methods and techniques * Knowledge of website development |