

## PERSON SPECIFICATION

### Project Manager

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification in a relevant discipline area or equivalent experience</li> </ul>	
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience in supporting vulnerable adults</li> <li>Experience of managing client facing projects</li> <li>Excellent listener and communicator, capable of sustaining relationships with a wide range of stakeholders</li> <li>Experience working with vulnerable adults and within safeguarding policies and procedures</li> <li>Experience in providing support and supervision to a staffing and volunteer team</li> <li>Experienced trainer</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of human trafficking in Scotland</li> <li>Understanding of the UK asylum process</li> <li>Experience in project development</li> <li>Monitoring and managing budgets</li> <li>Experience of validated evaluation methods</li> <li>Experience of working within a Third Sector service provision environment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills, with the ability to build rapport with individuals of different backgrounds and cultures</li> <li>Solution focused attitude to problem solving and developing new opportunities</li> <li>IT literate</li> <li>Effective communicator</li> <li>Strong networker</li> <li>Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Multi-lingual</li> </ul>

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<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to valuing people and equal opportunities</li> <li>• Driven to see transformation and empower change</li> <li>• Demonstrate integrity and consistency in relationships</li> <li>• Confident and articulate</li> <li>• Resilient</li> <li>• Able to request support where necessary</li> <li>• Motivated to achieve goals and deadlines</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Passionate about justice</li> <li>• Encourage participation, openness and integrity</li> <li>• Encourage creativity and innovation</li> <li>• Apply the highest ethical standards</li> <li>• Committed to confidentiality and equal opportunities</li> </ul>	