



Person Specification

Job Title: Project Manager

Criteria	Essential/ Desirable	Method of Assessment	
		Application	Interview
Qualifications and Training			
1. Educated to minimum of HND level in any relevant subject, or equivalent experience	E	x	x
2. REHIS Elementary Food Hygiene	D	x	
3. REHIS Elementary Food & Health	D	x	
4. CyTech, VeloTech or equivalent Bike and/or eBike Mechanic qualifications	D	x	
5. First Aid at Work	D	x	
Knowledge, Skills and Experience			
6. Knowledge of, and an interest in, climate change and biodiversity loss	E	x	x
7. Knowledge of Health and Safety legislation, including risk assessment	D	x	x
8. Knowledge of Kirriemuir and the surrounding area	D	x	x
9. Excellent internal and external communication skills, including report writing	E	x	x
10. Excellent planning and organisational skills	E	x	x
11. Experience using a variety of digital platforms including Google (calendar, drive, etc), digital marketing software and	E	x	x

various social media channels, or willingness to learn these skills quickly.			
12. Excellent customer care skills	E	x	x
13. Experience in project management	E	x	x
14. Experience in delivering behaviour change projects	E	x	x
15. Experience in leading or managing small groups, e.g. staff or volunteers	E	x	x
16. Experience of successful funding applications and reporting to funders	E	x	x
17. Experience of working for a third sector organisation, either in paid employment or on a voluntary basis	D	x	x
Personal Qualities			
18. Ability to work independently and as part of a team	E	x	x
19. Self-disciplined and capable of setting and working to deadlines	E	x	x
20. Ability to work with minimum supervision	E	x	x
21. Thrives in a busy environment	E	x	x
Special Conditions			
22. Ability to become a member of the PVG scheme	E	x	x
23. Mobility, to work flexibly in a variety of locations as required	E	x	x
24. Willingness and ability to work evenings and weekends as required	E	x	x
25. Commitment to advancing the work of Sustainable Kirriemuir	E	x	x