

PROJECT MANAGER: APPOINTMENT CRITERIA AND HOW ASSESSED

Criteria	How assessed
Knowledge and experience:	
3 years' project management experience	Application form, interview, reference
Experience of partnership/collaborative working.	Application form, interview, reference
Experience and/or knowledge of the information and advice sector.	Application form, interview, reference
Skills:	
Strategic development skills, with the ability to take ideas and policies and put them into practice.	Application form, reference
Leadership skills with the ability to influence and motivate diverse teams in a non-hierarchical setting.	Application form, reference
Managerial skills to ensure the delivery of a quality service and be able to deal effectively with issues of non performance.	Application form, reference, interview and presentation
Entrepreneurial and able to spot and seize opportunities to develop.	Application form, reference, interview
Fundraising, financial management and budgeting skills.	Application form, reference, interview
Effective communicator with a wide range of audiences and have good communication and presentation skills both in writing and verbally.	Application form, reference, interview
Interpersonal, persuasive and diplomatic skills.	Application form, presentation (interview)
Understanding of the application of new technology in delivering a comprehensive information and advice service.	Application form, presentation (interview)
Ability to develop and implement organisational and administrative systems, and procedures for monitoring and evaluating performance, including protocols for service delivery.	Application form, reference, interview
Ability to organise your own workload and that of others.	Application form
Computer literate with an ability to use e-mail, the internet and applications such as MS Word and Excel, and willingness to learn other applications.	Application form, interview
Knowledge of issues facing older people, their families and carers.	Application form, interview
Personal attributes:	
Commitment to effecting the development and delivery of high quality information and advice services to older people.	Interview
Dynamic approach to the development of advice and information services for older people.	Interview

Eagerness to meet the responsibilities and challenges of the role.	Application form, interview, reference
Ability to undertake nation-wide travel on occasion.	Application form
Potential to assume the role of FirstStop Chief Executive Officer	Application form, Interview

EAC, May 2008