

PERSON SPECIFICATION

PROJECT MANAGER – FIRST STOP CARE ADVICE

You must demonstrate in your application that you have the skills, knowledge and experience to meet the requirements of the post.

Experience

You must have

1. 3 years' project management experience
2. experience of partnership/collaborative working
3. experience and/or knowledge of the information and advice sector

Abilities/skills

You must:

1. have strategic development skills, with the ability to take ideas and policies and put them into practice
2. have leadership skills with the ability to influence and motivate diverse teams in a non-hierarchical setting
3. have excellent managerial skills to ensure the delivery of a quality service and be able to deal effectively with issues of non performance
4. be entrepreneurial and able to spot and seize opportunities to develop
5. have fundraising, financial management and budgeting skills
6. be an effective communicator with a wide range of audiences and have good communication and presentation skills both in writing and verbally
7. have excellent interpersonal, persuasive and diplomatic skills
8. have an understanding of the application of new technology in delivering a comprehensive information and advice service
9. be able to develop and implement organisational and administrative systems, and procedures for monitoring and evaluating performance, including protocols for service delivery
10. be able to organise your own workload and that of others
11. be 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.

Desirable

12. Knowledge of issues facing older people, their families and carers.