

PERSONNEL SPECIFICATION

Job Title: Projects Manager

Reporting to: Community Sport Manager

	Essential	Desirable
Educational, Professional Qualifications and Previous Experience (all experience should be demonstrable)	<ul style="list-style-type: none"> * A degree or equivalent 3rd level qualification. *Two years full time (or part time equivalent) proven experience of project management in a sport, health or community environment. *Two years full time (or part time equivalent) experience of managing staff including the implementation of operational plans, managing budgets and monitoring progress against project objectives. *Experience of effectively engaging with a range of stakeholders in a sport, health or community environment. *Experience of preparing regular reports for management and funding organisations. *Experience in the effective use of websites and social media channels. *Experience of organising events and seminars. 	<ul style="list-style-type: none"> **Community or sports related degree or equivalent 3rd level qualification. **Proven track record of securing significant levels of funding. **Proven track record of the recruitment, training and management of volunteers.
Knowledge and Understanding	<p>Knowledge and understanding of the barriers to participation in sport and active recreation experienced by people with disabilities and other underrepresented groups.</p>	
Skills & Abilities	<p>Competent in the use of Microsoft software packages.</p> <p>A high level of written and oral communication and presentation skills.</p> <p>The ability to use own initiative, organise own work, work within budget constraints and achieve agreed targets and objectives within</p>	

	<p>set timescales.</p> <p>A high level of inter-personal skills and ability to work successfully as part of a team.</p>	
Circumstances	<p>*Ability to work evenings and weekends as and when required.</p> <p>*Access to form of transport that will permit the post holder to meet the needs of the post in full.</p> <p>*Available and willing to undertake training necessary for the post.</p>	

Note to all applicants:

*Only those applicants who clearly demonstrate how their qualifications, knowledge, experience and skills meet the essential criteria will go forward to the next stage in the recruitment and selection process.

**The desirable criteria may be used for short listing if required. All other essential and desirable criteria will be assessed by selection test and/or interview.