

Every Good Work

Person Specification

JOB TITLE: Project Officer

**An offer of employment is subject to a satisfactory Enhanced DBS check (to be carried out by the Diocese at offer stage), completion of safeguarding training level 1 and 2 and suitable references.**

		Essential	Desirable	Evidence ? - A= Applicati on I = Interview
<b>Qualifications and Experience</b>				
	GCSE or equivalent in Maths and English	Y		A
	Experience of working as part of a team.	Y		A and I
	Proven ability to work independently and take initiative.	Y		A and I
	Proven experience of managing volunteers	Y		A and I
	Proven experience of managing budgets and finances.	Y		A and I
<b>Skills, Knowledge and Aptitude</b>				
	Strong and effective management skills	Y		A and I
	Strong and effective administration skills	Y		A and I
	Good listening and pastoral skills.	Y		A and I
	Ability to relate to a range of stakeholders including school leaders, church leaders and church volunteers.	Y		A and I
	Ability to co-ordinate volunteer teams	Y		A and I
	Willingness and ability to work as part of a team	Y		A and I
	Ability to work collaboratively.	Y		A and I
	Good IT skills (including working with Office 365)	Y		A and I
	Ability and wisdom to develop and oversee social media and communications.		Y	A and I
<b>Personal Qualities</b>				
	Understanding of and willingness to promote the Christian ethos of the Project.	Y		A and I

	The ability to take initiative.	Y		A and I
	Able to establish strong working relationships with colleagues.	Y		A and I
	Excellent communication skills	Y		A and I
	Eye for detail	Y		A and I
	Excellent self-management and time management	Y		A and I
	Complete confidentiality and trustworthiness.	Y		A and I
Leadership				
	Experience of delivering work to targets in a work environment.	Y		A and I