



## Person Specification

<b>JOB TITLE: Forum/Quality Checkers Project Manager</b>		
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
Education/ Training	2 A Levels, similar qualification or relevant experience	Degree or equivalent qualification  Mentoring training
Relevant Experience	<p>Experience of working with people who have a learning disability</p> <p>Knowledge of the current issues facing people with learning disabilities</p> <p>Ability to communicate to a wide range of people, using 'plain English'</p> <p>Proven ability to manage and develop a project</p>	<p>Proven ability to manage project budgets, including funding proposals and tendering</p> <p>Experience of working in a charity setting</p> <p>Experience working in, or with a user-led organisation</p> <p>An understanding of user-led organisations and their value base</p> <p>An understanding of the wider context of learning disability,</p>
Relevant Skills / Aptitudes	<p>Communication: well developed interpersonal skills. Ability to communicate persuasively with professionals, colleagues and people with learning disabilities</p> <p>Project Managing: ability to manage and delegate workload, manage budgets and financial planning of project, including being responsible securing future funding streams for project</p> <p>Presenting: experience of communicating, using appropriate methods, to a range of audiences with different levels of knowledge and understanding.</p>	<p>Innovation: the ability to plan and fund new projects</p> <p>Budgeting and financial management skills</p> <p>Experience, and (or), ability to create Easy Read information</p> <p>Sense of humour</p> <p>Ability to manage stress levels</p> <p>Willingness to support, and be supported by, colleagues in an</p>

	<p>Meetings: confident at public speaking and attending meetings</p> <p>Ability to support and motivate people with learning disabilities to speak up, be heard and lead change</p> <p>Time management: ability to plan, manage and prioritise tasks. To be able to draw on a range of resources and make appropriate decisions to meet targets while working under pressures related to time and budgets</p> <p>Self motivation: to use own initiative and work autonomously</p> <p>Good team worker</p> <p>Ability to maintain confidentiality</p> <p>Effective networker</p> <p>Ability to work in partnership with other organisations</p>	<p>informal and collaborative environment.</p> <p>Business development skills (for Quality Checkers Project)</p>
<p>Organisation and Administration Skills</p>	<p>Organisational: experience of organising meetings, events and training</p> <p>Good working knowledge of MS Office.</p> <p>Evaluation: ability to record and measure outcomes</p> <p>Ability to manage competing work priorities</p> <p>High standard of written English</p>	<p>Experience of using Social Media, Desktop Publishing, Excel and Power Point</p>
<p>Special Requirements</p>	<p>Availability for occasional out of hours work</p> <p>Full driving licence, access to a vehicle and business insurance</p>	