

DURHAM AREA DISABILITY LEISURE GROUP



Person Specification



Post: Project Manager

ESSENTIAL	DESIRABLE
KNOWLEDGE	KNOWLEDGE
Good general education	Youth and community work or relevant experience
Funding and grant application process	Child protection / Vulnerable adults training
Legislation and good practise procedures	First aid certificate
SKILLS	SKILLS
Competent in ICT (Microsoft Office packages)	Ability to work to defined budgets and resources
Ability to analyse data and write detailed reports	Willingness to update skills in use of social networking sites e.g. Facebook, Twitter
Good organisational skills	Ability to build positive working relationships with external funding bodies.
Current UK Driving Licence, own transport required.	Ability to adapt to changing requirements within contracts.
Ability to implement high quality, varied and creative events and activities, focused on a young person-centred or family approach	Ability to understand the process of bids and tenders.
Ability to work autonomously and on own initiative	
EXPERIENCE	EXPERIENCE
Understanding of working with children and young people with disabilities	Management experience – managing staff or teams of volunteers
Working with people in both formal and informal settings	Writing successful tenders and funding proposals
Planning and organising varied creative events and activities	
PERSONAL QUALITIES	PERSONAL QUALITIES
Good interpersonal / communication skills with vulnerable families, trustees and funders.	Ability to build relationships with organisations in the private, public and third sector
Ability to work collaboratively and as part of a team	
Commitment to high quality working practices	
Flexible approach to working hours	
Willingness to undertake additional training as appropriate	
ATTITUDES	ATTITUDES
Self-motivated and enthusiastic	
Reliable, good timekeeping	
Professional approach and aware of professional boundaries	