

**THE KINGS HEDGES FAMILY SUPPORT PROJECT
PERSON SPECIFICATION – PROJECT MANAGER**



March 21

ELEMENTS	ESSENTIAL	PREFERRED	METHOD OF ASSESSMENT
EXPERIENCE	<ul style="list-style-type: none"> - Experience of working in a community based project - Management or supervision of staff and volunteers - Budget setting and working within set budgets and time frames - Strategic and operational development - Grant research and writing applications - Experience of working within child protection policies and procedures 	<ul style="list-style-type: none"> - Management of a similar project - Voluntary sector experience or understanding of working as a trustee or under the direction of a board of trustees - Understanding of charity law - Proven record of successful fundraising <p>Knowledge of working alongside families within a similar field i.e., parenting, isolation, mental health and wellbeing, housing, family relationships, abuse, returning to work and training, financial hardship</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
SKILLS	<ul style="list-style-type: none"> - Excellent communication skills – written and verbal - Proficient computer skills including email, word and excel - Excellent organizational and administrative skills - Analysis, assessment, evaluation and report writing - Relationship building with internal and external partners including funders, and maintenance of such relationships - Excellent time management skills, ability to multitask and prioritise work and work within tight deadlines - Attention to detail - Organisational and planning skills - Ability to manage, motivate and supervise staff and volunteers 	<ul style="list-style-type: none"> - Participation in multidisciplinary meetings - Upkeep and monitoring of websites and social media sites - Producing publications, press releases and advertising - Implementation and maintenance of robust recording systems - Ability to manage challenging behaviour - Negotiation and conflict resolution skills 	<p>Application form</p> <p>Interview</p> <p>References</p>
KNOWLEDGE	<ul style="list-style-type: none"> - Understanding of safeguarding children and vulnerable adults and child protection practice and procedures - Child development and attachment 	<ul style="list-style-type: none"> - Healthy living, emotional wellbeing and ‘health’ in its widest sense - Duty of prevent 	<p>Application form</p> <p>Interview</p>

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	<ul style="list-style-type: none"> - Health and safety - Risk assessment - Equal opportunities and anti-discriminative practice 	<ul style="list-style-type: none"> - Understanding of the Children’s Rights and the Children’s Act - Knowledge of the local community and service providers 	References
QUALIFICATION	<ul style="list-style-type: none"> - Qualification or equivalent experience in a relevant field - DBS current. 	Relevant qualifications may include: <ul style="list-style-type: none"> - Leadership and management - Health and social care - Business management - Project management - Community development - Designated safeguarding officer - Health and safety - Food safety - Pediatric First Aid 	Application form
ATTITUDE	<ul style="list-style-type: none"> - Reliable, flexible, responsible, & enthusiastic - Empathetic to the needs of local families - Ability to inspire and motivate others - Honesty and integrity - Drive, enthusiasm, self-motivation, passion and vision - Problem solving skills - Self-management and development - Good sense of humour - Positive role model 		Application form Interview References
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> - Willing to undertake training - To follow and adhere to all the Charities policies and procedures - Ability to work from home and to travel to Service delivery venues and to meetings. 		Application form Interview