

Person specification

Skills/experience: essential

- Educated to degree level or equivalent experience
- A strong track record in project and programme planning and execution, alongside experience in evaluating and reporting on progress
- Demonstrable ability to identify and manage risk and other issues
- A strong track record in managing internal and external relationships, negotiating deadlines/timeframes and in managing work tasks and reprioritising as necessary
- Proven ability to persuade and influence stakeholders at all levels of seniority
- Experience of working as a Project Manager in complex delivery projects involving stakeholders from multiple organisations
- Experience working with colleagues from different disciplines and/or in varied locations, and able to adapt communication and working style accordingly
- Experience of working with an intersectional focus
- Experience of delivering progress reports for a range of audiences with different motivators and levels of understanding
- Ability to constructively challenge the decisions of managers and other team members where appropriate
- Experience of working in an organisation without an established project management tradition
- Line management of junior programme management staff
- Competent in all aspects of MS Office, including Excel and Outlook

Skills/experience: desirable

- Experience of working on consultancy projects – including managing relationships with external clients, shaping and communicating in a professional and persuasive way.
- Knowledge & understanding of contracting and grant agreements alongside partnership working
- Competent in the use of MS Project
- Experience of working in (or with) the voluntary, local government and/or statutory agencies
- Understanding of the challenges and opportunities within VAWG sector (both voluntary and statutory) as well as a wider understanding of the third sector
- A thorough understand of VAWG and how it may appear in the health economy context

Competencies: essential

Goal Orientation

- Is responsive to change which helps achieve goals
- Pre-empt problems by seeking guidance or taking action on an issue, task or project within their role
- Can connect, and focus, short-term activities to the long-term.

STANDING together

against domestic violence

Outcome focus

- Decision making is based on outcomes for colleagues, stakeholders and survivors
- Manages own and others performance to ensure timely deliverables, to the required standard
- Uses feedback from stakeholders to influence future plans

Innovation and creativity

- Logically considers whether different approaches are strong or weak
- Suggests improvements to existing practice and how they could be made

Quality and continuous improvement

- Monitors performance through appropriate indicators and is accountable to these
- Proactively contributes to the development of ways of measuring and auditing performance and stakeholder satisfaction
- Seeks a range of innovative ways of gaining client/customer insight, input and involvement in service quality improvement

Organisation awareness

- Demonstrates an understanding of the VAWG sector and how this relates to service delivery
- Uses available evidence to inform decision making
- Works effectively across teams

Self Management

- Plans and prioritises work effectively
- Proactively identifies potential obstacles or delays and renegotiates deadlines in advance
- Takes responsibility for own workload
- Flexible approach when dealing with colleagues and external stakeholders

Communication and Relationship Management

- Communicates professionally internally and externally
- Uses the most effective means of communication for the circumstances
- Clearly identifies and articulates the key messages to be conveyed
- Speaks and writes in a clear and logical fashion

Team work and collaboration

- Takes personal responsibility for their role within teams
- Works collaboratively to add value
- Seeks to build positive relationships with colleagues and stakeholders

Decision making and professional judgement

- Takes into account context, costs and benefits
- Understands decision making rights within their role and applies this consistently
- Confident in the use of data to make effective decisions, and as the basis of professional judgement