



## Projects Manager – Person Specification

The person taking on the role of CPF General Project Manager will be very special, the Trustees have spent some time thinking about the main qualities that their new General Project Manager will have:

(E = Essential, D = Desirable)

	Qualities, Knowledge and Experience:	E/D:	How we will check:
1	<b>Committed to the values and principles of Valuing People Now – rights, independence choice and control.</b>	E	* app. form * present * interview
2	<b>Experience and understanding of working with People with Learning Disabilities.</b>	E	* app. form * present * interview
3	<b>Experience of working for a user-led organisation and implementing their plans and decisions.</b>	D	* app. form * interview
4	<b>Well organised and efficient, good at administration and record-keeping.</b>	E	* app. form * interview
5	<b>A pro-active, 'can-do' approach to the work, able to make things happen with a creative approach.</b>	E	* app. form * present * interview
6	<b>Experience of management and over-seeing the day-to-day smooth running of an organisation.</b>	E	* app. form * present * interview
7	<b>Trustworthy and reliable, with an open and friendly approach.</b>	E	* app. form * interview
8	<b>Good time management, able to get things done on time (a good time keeper).</b>	E	* app. form * interview



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9	<b>Excellent communication skills, able to work with a range of people, including those with complex needs.</b>	<b>E</b>	<b>* app. form * interview</b>
10	<b>Track record of successful project delivery, budget, organisation, staff and volunteer management.</b>	<b>E</b>	<b>* app. form * present * interview</b>
11	<b>Experience of budget, cashflow, business plan, funding bid writing and development.</b>	<b>E</b>	<b>* app. form * interview</b>
12	<b>Experience of management in the Voluntary/Community Sector and knowledge of relevant legislation.</b>	<b>D</b>	<b>* app. form * interview</b>
13	<b>Ability to work on own initiative and experience of leading/supervising a small team of paid staff and volunteers.</b>	<b>E</b>	<b>* app. form * interview</b>
14	<b>Able to use a range of IT equipment and computer programmes/software.</b>	<b>E</b>	<b>* app. form * interview</b>
15	<b>Evidence of previous partnership development and joint working with other agencies and organisations.</b>	<b>D</b>	<b>* app. form * interview</b>
16	<b>Committed to working with self-advocates and CPF members as colleagues to develop ideas and plans.</b>	<b>D</b>	<b>* app. form * interview</b>
17	<b>Open minded and willing to learn from other people, including self-advocates.</b>	<b>E</b>	<b>* app. form * interview</b>
18	<b>Prepared to listen to people and spend time to understand how to meet their needs.</b>	<b>E</b>	<b>* app. form * present</b>



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people first**

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<b>19</b>	<b>Qualified in signing (eg. Makaton) and/or other forms of communication.</b>	<b>D</b>	<b>* app. form * interview</b>
<b>20</b>	<b>Experience of developing and delivering training courses.</b>	<b>D</b>	<b>* app. form</b>
<b>21</b>	<b>Management and/or Supervisory qualification.</b>	<b>D</b>	<b>* app. form</b>
<b>22</b>	<b>Car driver with access to a car.</b>	<b>E</b>	<b>* app. form</b>
<b>23</b>	<b>Availability to work flexible hours.</b>	<b>E</b>	<b>* app. form</b>