



PERSON SPECIFICATION

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| JOB TITLE | Assistant Project Manager Band 5 |
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| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT (Application / Interview/ Assessment) |
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| QUALIFICATIONS | <ul style="list-style-type: none"> Educated to Degree level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience | | APPLICATION |
| KNOWLEDGE | <ul style="list-style-type: none"> Knowledge of administrative procedures, project management or information analysis Knowledge of project management principles | <ul style="list-style-type: none"> Knowledge of local networks and partnerships | APPLICATION/ INTERVIEW |
| SKILLS AND PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> Time management skills with the ability to re-prioritise Skills to communicate complex information in a range of format Well-developed interpersonal skills Organisational and project management skills Effective IT skills Ability to work autonomously as well as team spirited Commitment to continuing professional development | <ul style="list-style-type: none"> Negotiating, networking and persuasive skills Skills for manipulating data and information. | INTERVIEW |
| EXPERIENCE | <ul style="list-style-type: none"> Experience of being involved in or supporting project work Experience of report writing | <ul style="list-style-type: none"> Use of audit and evaluation processes Experience of multi-agency working Experience of budget management | APPLICATION/ INTERVIEW |
| SPECIFIC JOB REQUIREMENT | <ul style="list-style-type: none"> Demonstrates compassion and enthusiasm for the work of EoLP Confidence and flexibility to work with different partners | | INTERVIEW/ ASSESSMENT |
| OTHER | Car driver/ means of independent travel across a wide geographical area. | | APPLICATION |