



Elevate Project Manager

Personnel Specification

Title: Elevate Project Manager
 Hours: 35 hours
 Location: CDHN, Mill Street, Newry

	Criteria	Essential Criteria	Desirable Criteria
Qualifications	1. A Higher-level qualification relevant to the post (e.g. Social Policy, Community Development) and at least 2 years' experience of Project Management within the last five years <p style="text-align: center;">Or</p> 2. Minimum of five years' project management experience within the last five years Teaching/ training qualification.	X Or X	X
Experience	Demonstrated experience of: <ol style="list-style-type: none"> 1. Managing a large scale or regional programme 2. Managing a significant programme budget 3. Developing and delivering training programmes in a variety of formats 4. Organising and facilitating conferences, networking events, seminars and focus groups 5. Managing staff teams 6. Evaluating programmes 7. Using Outcomes Based Accountability approaches 8. Building strategic connections 9. Mentoring individuals and/or organisations 	X X X X X X X	X X
Knowledge and abilities	<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills including the ability to adapt to different audiences, channels and purposes 2. Understanding of the community and voluntary sector 3. Understanding of community development theory, principles, values and practice 4. Understanding of social determinants of health and tackling health inequalities theory and their 	X X X X	

	practical application in a community environment 5. Excellent organisational skills, working under pressure and to deadlines	X	
Technical Skills	Microsoft office suite including Word, Excel, Access and PowerPoint	X	
Other	Access to a form of transport that will allow the post holder to fulfil the travel requirements of the job	X	

Please note: Shortlisting Criteria

Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. Desirable criteria may also be applied, depending on the volume of applications received. You should therefore address these requirements when completing the application form, as failure to do so may result in you not being shortlisted.