**PEPERSON SPECIFICATION**

## Job Title: Programme Manager – Upskilling the Health & Social Care Workforce Project

Essential requirements must be met on application form.

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| REQUIREMENTS OF THE CANDIDATE | **ESSENTIAL**  **CRITERIA** | **DESIRABLE**  **CRITERIA** |
| **Qualifications** | | |
| Educated to Degree level or equivalent experience of operating at that level |  |  |
| Qualified Business Advisor or working towards such qualification |  |  |
| Business Management Qualification or equivalent work experience of developing organisations |  |  |
| Evidenced Continuous Professional Development |  |  |
| **Experience** | | |
| Strong operational experience including   * Managing Budgets & Resources * Managing People * Managing competing pressures * Performance Management ensuring delivery to targets, timelines and quality outcomes |  |  |
| Experience of project planning and delivery within a target driven environment |  |  |
| Experience of building strong networks and the ability to build strong partnerships across the VCFSE sector |  |  |
| Experience of collaborative working across the VCFSE, public and private sectors |  |  |
| Experience of identifying and approaching businesses and organisations to enhance exposure of the offer |  |  |
| Experience of managing projects involving European Structural Funds |  |  |
| Experience of working with small organisations in the health economy (e.g. GPs, Care Homes, etc.) |  |  |
| Experience of setting up successful new projects from scratch |  |  |
| **Skills & Knowledge** | | |
| Excellent communication skills including report writing, the ability to present written information clearly and concisely |  |  |
| Experience of communicating well across various teams |  |  |
| Knowledge and understanding of motivational techniques and managing a performing team |  |  |
| Excellent IT and data management skills |  |  |
| Proven Business Development experience |  |  |
| Successful Bid writing skills |  |  |
| Marketing experience |  |  |
| Ability to manage across organisations |  |  |
| **Personal Attributes & Behaviour** | | |
| An ability to successfully manage relationships with a  wide range of stakeholders; including professionals in statutory, educational and VCFSE sector agencies. |  |  |
| An ability to plan and manage work effectively to meet deadlines and achieve targets |  |  |
| Ability to travel independently |  |  |
| Supportive of the CVS mission, vision and values, especially around fairness and the values of fairness, equality and solidarity and striving to make a more equal society. |  |  |
| Ability to work flexibly and undertake evening or weekend work if and when required |  |  |
| Ability to be a team player and work outside your comfort zone when required |  |  |