



Northern Roots Project Manager Person Specification

	Essential	Desirable
Qualifications	Educated to degree level or equivalent in relevant subject or equivalent experience.	
1. Knowledge and experience	<p>Minimum 2 years' experience of setting up, delivering and evaluating projects in a diverse community setting.</p> <p>Experience of managing budgets of over £100,000.</p> <p>Experience of managing teams of staff and volunteers.</p> <p>Experience of engaging, recruiting and supporting participants from local communities as part of project delivery.</p> <p>Experience of working within a cross-disciplinary team to support project delivery and desired outcomes.</p> <p>Experience of data collection and management, maintaining regular monitoring and evaluation systems, providing regular reporting, budget management.</p> <p>Experience of building and developing partnerships with diverse communities, stakeholders, statutory and voluntary organisations and services.</p>	<p>Understanding of safeguarding in the context of delivering community-focused projects.</p> <p>Experience working in a start-up environment.</p> <p>Experience in the environmental, horticultural or heritage sectors.</p> <p>Experience of managing projects funded by the National Lottery Heritage fund or similar statutory funding bodies.</p> <p>Experience of delivering social prescribing projects.</p>

<p>2. Skills and abilities</p>	<p>Excellent oral and written communication skills, leadership, decision-making, negotiation, influencing and networking.</p> <p>Ability to plan project workload independently, setting goals and monitoring the progress of work.</p> <p>Resilience and ability to adapt to changing working environment.</p> <p>Ability to enjoy the process of developing an exciting creative project, and to work confidently and flexibly through challenging periods of development.</p> <p>Good IT skills, able to use Microsoft Excel spreadsheets and Word for tasks such a data recording.</p> <p>Good budget and resource management skills</p>	<p>Full clean UK driving license and access to own vehicle.</p>
<p>Personal Qualities</p>	<p>Flexible, adaptable and solution focused approach to work.</p> <p>Strong inter-personal skills, able to interact and work with people from diverse backgrounds.</p> <p>Excellent organisational skills, proactive, and an ability to take the initiative.</p> <p>Highly collaborative, team player.</p> <p>Able to work outside normal working hours, including occasional evenings and weekends.</p>	<p>Local to the area or knowledge of the local area.</p> <p>An inventive spark – we support innovation and learning at Northern Roots.</p>

	Ability to complete work within deadlines to a high standard of finish.	
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