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|  | **HOUR Manchester Project Coordinator**  **Person Specification** |

The following skills knowledge and experience are relevant to this post. Your application should address each of these points and use examples from paid or unpaid work or personal experience.

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|  | **Assessed by** |
| Experience of bringing together diverse groups of people and organisations around a shared purpose and a desire to do things differently | Application/ Interview |
| Experience of establishing and facilitating networks and conversations | Application/ Interview |
| Excellent interpersonal skills and the ability to build collaborative and trusting relationships with a range of people at different levels and places | Application/ Interview |
| A good understanding of the opportunities and challenges that may arise when working with a number of organisations and sectors that will have different perspectives and ideas. | Application/ Interview |
| Understanding of, and commitment to asset and strength based approaches that identify, build upon and connect the strengths, skills and gifts that exist, but are often overlooked in communities | Application/ Interview |
| Excellent knowledge of community development principles and practices | Application/ Interview |
| Experience of working in ways that promote mutual support and self-help, rather than dependency | Application/ Interview |
| Experience of being an active and connected member of a community | Application/ Interview |
| An ability to motivate and enthuse people to challenge the usual ways of thinking and working | Application/ Interview |
| A passion for exploring new ways of thinking critically and constructively about the economy and the ways it works and doesn’t work for local people | Application/ Interview |
| Experience of using creative approaches to develop new initiatives | Application/ Interview |
| Ability to be innovative and flexible in your approach. Being comfortable with experimenting, responding to emergent ideas and with developing and testing hypotheses and assumptions. | Application/ Interview |
| A good track record of project and performance management, including managing budgets, evaluating outcomes and telling the story of the wider impact | Application/ Interview |
| A good understanding of equalities legislation, safeguarding issues and solutions to overcome barriers to inclusion | Application/ Interview |
| **General** |  |
| Willingness and ability to travel, generally in Manchester but occasionally beyond, e.g. for conferences or training | Application |
| Willingness to undertake personal development and relevant training | Application |
| The ability and initiative to work in a systematic way. Being able to plan and manage your own workload and manage your time and performance | Application |
| Willingness to work flexibly, which may include attending meetings and events outside standard office hours (for which time off in lieu will be given) | Application |