

Person Specification

Grants Programme Manager

| | Essential | Desirable |
|--|---|---|
| Professional and technical skills, knowledge and experience | Proven management and admin skills – at least three years working successfully in a management role. | At least three years successful work at Officer or Manager level in a field directly relevant to this post. |
| | Good standard of financial literacy | Proven experience of managing budgets and of financial planning |
| | Some familiarity with grant and funding processes and principles | Significant experience, employed or voluntary, on either end of grant processes and funding bids |
| | Knowledge of the nature of village and community groups | Proven successful experience of work with village and community groups, either from within as a member or in some supportive professional role. |
| | Familiarity and empathy with the voluntary sector | Experience of working within the voluntary sector and at community level |
| | Modest IT literacy and ability to learn | Highly competent with Microsoft Word, Excel and Access, and use of the Internet |
| | | Successful experience of managing staff. |
| | | A degree or professional qualification. |
| Personal characteristics and qualities | An approachable friendly personality with natural empathy with people of all backgrounds and standing | |
| | Excellent written and verbal communication skills | |
| | Natural empathy with village and community groups | |
| | Well organised, confident, and self-motivated. | |
| | Current full driving licence and access to a car | At least five years with a clean driving licence (apart from minor offences) |