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**PROGRAMME MANAGER**

**PERSON SPECIFICATION**

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| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
| QUALIFICATIONS | Qualified to minimum Level 4 in subject relevant to the role, or significant experience in a similar role. | Project Management qualification (e.g. PRINCE2) | AF, C |
| EXPERIENCE | Minimum 3 years’ experience and demonstrable track record of managing multiple contracts and projects e.g. with multiple sub-contractors  Using IT systems to support the delivery and monitoring of work  Engaging with Strategic Leaders and Managers from Statutory Sectors and other partner agencies  Minimum 3 years’ experience of developing relationships and working collaboratively with a range of partners  Collation and presentation of project monitoring, activity and performance reports | Experience of working in the Voluntary and Community Sector (VCS) | AF, I, R |
| **SPECIAL KNOWLEDGE** | Understanding of contract delivery issues relating to the not-for-profit sector  Understanding of commissioning processes within public bodies | Understanding of NHS Integrated Care Systems  Understanding of Health Inequalities across Bradford District and Craven  Understanding of the interface between the Private, Public and Voluntary Sectors | AF, I, R |

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| **DISPOSITION/**  **ATTITUDE** | Ability to respect and maintain confidentiality of information  Ability to prioritise own workload, and that of staff reports, and to work to tight deadlines  Ability to challenge with a solution-focussed approach  Ability to work as part of a team, and a willingness to collaborate where appropriate |  |  |
| EQUALITY | Commitment and practical experience in applying anti-discriminatory practice promoting equality, diversity and inclusion good practice |  |  |
| **PRACTICAL/ INTELLECTUAL**  **SKILLS** | Effective verbal and written communications skills in a variety of settings and formats  A practical approach to problem solving  Ability to work effectively with a range of stakeholders from grassroots VCS organisations to Commissioners  IT skills (Microsoft Office) |  |  |
| **PERSONAL CIRCUMSTANCES** | Eligible to work in the United Kingdom in accordance with the Asylum and Immigration Act 1996  Requirement to work and travel across Bradford District and Craven  Ability to work flexible hours as required by the nature of the role |  |  |

KEY

AF = Application Form C = Certificates D = Legal documents

I = Interview R = References