



LOTTERY FUNDED

Person Specification

Job title: Project Manager, Connect Hear NI

| | Essential | Desirable |
|--|-----------|-----------|
| Experience/Knowledge | | |
| Sound working knowledge of the community, voluntary and statutory sector within Northern Ireland | Y | |
| Experience of working effectively in a co-ordinating/management role | Y | |
| Knowledge and understanding of the needs of volunteers and organisational priorities for volunteer led activities | Y | |
| Experience of recruiting, training and managing volunteers | Y | |
| Experience of community development and / or the delivery of community based projects | Y | |
| Sound understanding of the practical and emotional challenges of living with hearing loss and/or other disabilities and long term conditions | | Y |
| Experience of supporting people with physical and/or sensory disabilities | | Y |
| Experience of successfully managing and reporting on budgets | Y | |
| Relevant qualification in management, health and social care, or related discipline | | Y |
| Skills/Abilities | | |
| Excellent communication skills with ability to support volunteers and engage effectively with individuals, families, groups and organisations, formally and informally | Y | |
| Excellent time management skills; ability to work independently and flexibly to organise workload and prioritise effectively to achieve agreed outcomes | Y | |
| Highly competent writing skills, ability to contribute to formal reports and strategy documents | Y | |
| Ability to work effectively as member of a wider organisational team | Y | |
| Competent in using Microsoft Outlook, Word, Excel, PowerPoint and CRM databases, such as Raiser's Edge | Y | |
| Personal Attributes & Qualities | | |
| Self-motivated, resilient, enthusiastic and approachable | Y | |
| Confident and engaging in relating to individuals and groups in a wide range of settings, with creative approach to problem solving | Y | |
| Other Requirements | | |
| There is a requirement to travel extensively throughout Northern Ireland, and on occasion to other parts of the UK | | |
| Occasional evening/weekend working will be required | | |