



PERSONNEL SPECIFICATION

Programme Manager

	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none">• Possess a third-level degree in a related relevant discipline	
Experience	<ul style="list-style-type: none">• Experience in working in a non-profit organisation• At least 2 years' Project Management experience, excellent coordination skills and a proven track record of achieving goals• Experience in the writing of successful funding applications	<ul style="list-style-type: none">• At least 3 years' Project Management experience, excellent coordination skills and a proven track record of achieving goals• Retail experience• Event planning experience
Knowledge/Skills	<ul style="list-style-type: none">• Strong social media marketing skills and experience working with Facebook, Twitter, Instagram and YouTube• Experience in the use of Microsoft Office and report writing	
Personal Attributes	<ul style="list-style-type: none">• Excellent verbal and written communication skills• Strong interpersonal skills and a proven track record of working with stakeholders• Use of initiative and results-driven, with high attention to detail and ability to meet deadlines• A team player and adaptable to change	
Other Requirements	<ul style="list-style-type: none">• Possess a full driving licence and use of a car for business purposes• You will be subject to an Enhanced Access NI Check• You will be required to work unsocial hours, including evening and weekend work on occasion	