****

**PERSONNEL SPECIFICATION**

**Programme Manager**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Education & Qualifications** |  | * Possess a third-level degree in a related relevant discipline |
| **Experience** | * 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 | * At least 5 years’ Project Management experience, excellent coordination skills and a proven track record of achieving goals * Retail experience * Event planning experience |
| **Knowledge/Skills** | * 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** | * 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** | * 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 |  |