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**PERSONNEL SPECIFICATION**

**Programme Manager**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education & Qualifications** |  | * Possess a third-level degree in a related relevant discipline
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| **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
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| **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
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| **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
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| **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
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