

## PERSON SPECIFICATION

**JOB TITLE:** Project Manager Digital Inclusion

**DIVISION:** Resources

**SECTION:** Digital Birmingham

### Method of Assessment (M.O.A.)

**A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation.**

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>At least 3 years experience of working in/with the Community and Voluntary sector</li> </ul>	AF
	<ul style="list-style-type: none"> <li>Track record in managing projects, ideally community related, and thorough understanding of Project Management methodologies for example PRINCE2</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Experience in leading, monitoring and reviewing project activities; organising partnerships and events across sectors</li> </ul>	AF/I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, ability to connect with a wide range of stakeholders for example young people not in education, homeless, small organisations, Local Authority managers, Regional Development Agencies and the ability to market the project(s) and get buy-in from other organisations</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Thorough understanding of digital inclusion and social exclusion issues; understanding of information technologies and their impact on service delivery</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Business Analysis skills to clarify user requirements through interviews and specify and document requirements for contractors/project team</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Understanding of funding streams and the ability to spot opportunities and apply for / gain additional funding or sponsorship</li> </ul>	AF/I
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Commitment to stay up-to-date in digital inclusion / social exclusion developments</li> </ul>	AF
<b>OTHER</b>	<ul style="list-style-type: none"> <li>The candidate will be based in the Birmingham and Shropshire offices and is expected to work on average 2 days per week onsite. The candidate will be required to travel across England.</li> </ul>	AF