

Burngreave Messenger Project Co-ordinator

Person Specification

Heading	Description	E/D	Evidence
Experience/ knowledge	• Co-ordinating others to deliver a complex project involving multiple tasks and/or tight deadlines	E	A/I
	• Minimum of two years experience of working with volunteers to deliver a service or project	E	A
	• Knowledge and understanding of Burngreave or similar area	E	A/I
	• Experience in producing printed communications	D	A
	• Experience of developing funding applications	D	A/I
Skills/ attributes	• Excellent organisational skills	E	A/I
	• Excellent written and interpersonal communication skills	E	A/I
	• Sharp eye for detail	E	A
	• Able to work constructively with a range of people, in volunteer, partnership and professional contexts	E	A/I
	• Able to support/coach volunteers	E	A/I
	• Confident to use own initiative and sound judgement in making decisions	E	A/I
	• Confident in leading meetings	E	A/I
	• Proficient in use of office equipment/software, including ICT equipment, Microsoft Office (Word and Excel)	E	A
	• Proficient in use of additional ICT software packages	D	A
Other	• Willing to work flexibly to meet the needs of the project, including some evenings	E	A/I

E = Essential

D = Desirable

A = Application Form

I = Interview