

MOSELEY EXCHANGE PROJECT OFFICER PERSON SPECIFICATION NOV 06			
<p>The Personnel Specification outlines the main attributes needed to adequately perform the post Specified. To produce the specification, the job description should be examined carefully. It is important to identify the elements of the post that are essential and distinguish these from those that are merely desirable</p> <p>The Personnel Specification is intended to provide candidates information in order to facilitate a better understanding of the post requirements. The Personnel Specification will also provide the Trust with a means of cross-referencing details contained in each candidate's CV with the essential and desirable requirements of the job. This will, we believe, ensure the most suitable candidates are offered interviews.</p> <p>Candidates who meet all the essential requirements will normally be interviewed. However, where the number of candidates meeting all essential requirements exceeds a manageable number (5), preference will be given to those candidates who meet all or most of the desirable requirements as well. The remaining candidates who meet all essential requirements but less or non of the desirable requirements than other candidates will be held in reserve.</p>			
	Essential	Desirable	How Identified
1.	Able to work under pressure	Good general health. Articulate and ability to communicate through both the written and spoken word to diverse audiences, from academics, business practitioners, government agencies, local residents.	CV, references, Response in and performance at interview process.
2.	Qualifications	At least to degree level (in a relevant discipline)	Formal possession of appropriate qualifications to be verified at appointment
3.	A minimum of 3 years work experience, with a preferred focus on the creative industries and in managing projects	Knowledge of and interest in issues related to any two of the following ; Project management of capital projects community capacity building, creative industries and excluded individuals	Past employment record, CV, performance in related selection methods, e.g. presentation, group discussion.

4.	Experience of writing business plans for organisations		General management and project management training	Past training history from application form and records; selection process by demonstration of ability to display knowledge and skills at interview
5.	Understanding of topical issues affecting enterprise development in a social enterprise environment		Experience of running a social enterprise or providing business advice.	Qualifications held, training received, demonstration of knowledge as part of interview process
6.	Computer literacy – word processing, spreadsheets, use of the internet.		Use of databases and other software	Qualifications held, training received, References
7.	Self employed – freelance worker Self-sufficiency and ability to manage own work programme		Ability and willingness to work evenings and weekends	Ensuring candidate awareness of requirements, application form and interview process
8.	Ability to contribute to project related work Ability to apply a thorough and rigorous approach to all aspects of work Ability to deploy good inter-personal skills to co-operate and influence others within both community and creative industry groups		Good attention to detail, perseverance	Performance in interview process and in selection exercises, References

9.	IT literate Ability to communicate complex information to diverse groups		Ability to combine pragmatic project development skills with intellectual, research-oriented skills		Evidence in application form, interview process and selection exercises
10.	Support complex Capital and Revenue linked projects		Identify synergies between projects and community initiatives Balance requirements of partnership needs with the needs of the CDT		Application form, interview process.