


# PERSON SPECIFICATION

**Job title: “Secrets of the High Woods” Project Manager**

**Team & Directorate: Living Landscapes Team, Strategy & Partnerships Directorate**

<b>Requirements &amp; Criteria</b>	<b>Essential/ Desirable</b>	<b>Ways in which these criterion may be assessed Eg A/F &amp; Int.</b>
<b>Knowledge/Experience</b>		
Significant experience of partnership working	Essential	★
Experience of partnership development and support	Desirable	★
Budget management experience	Essential	★
Experience of working with a wide range of stakeholders, including landowners and managers, local communities, statutory organisations and NGOs.	Essential	★
Experience of managing a large pool of volunteers	Essential	★
Experience and understanding of historic landscape assessment	Essential	★
Experience of interpretation work that seeks to engage a non-specialist audience	Essential	★
Experience of advocating for a project or cause	Essential	★
Experience of working on projects funded by HLF, including delivery of an Activity Plan	Desirable	★
Good understanding of databases and experience of working with relevant systems and organisations (e.g. Historic Environment Records)	Desirable	★
<b>Education/Qualifications</b>		
Degree or equivalent experience in relevant subject – such as archaeology, history, historical geography	Essential	★
Project management training / qualification	Desirable	★
Access to own car with business use insurance with current driving license and willing to learn to drive SDNPA Landrover for fieldwork	Essential	★
<b>Skills/Abilities</b>		
Strong project development and management skills	Essential	
Ability to work under pressure and to tight deadlines	Essential	
Excellent writing and editing skills	Essential	★
Excellent communication and interpersonal skills	Essential	
Good engagement and facilitation skills (including conflict resolution)	Essential	
Strong analytical skills	Desirable	
Good ICT skills, especially in GIS and databases	Essential	★
Ability to work independently	Essential	
Ability to think laterally	Essential	

**Completing your application form** – Those criteria marked with a star  above will be assessed from your application form and will determine which candidates are shortlisted for interview. You are advised to ensure that you demonstrate on your application form how you meet each of these criteria, giving details of your qualifications and examples of specific experience.