

## PERSON SPECIFICATION

**Job title:** Project Manager Downs to the Sea

**Directorate:** Countryside and Policy Management

**Completing your application form** – Those criteria marked with a star ☆ below will be assessed from your application form and will determine (along with your CV) 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 examples of specific experience.

Requirements & Criteria	Essential/ Desirable	Criteria marked with a star will be assessed from your application form.
<b>Knowledge/Experience</b>		
Proven experience in managing large-scale projects in the environmental or heritage sectors and managing project teams	E	☆ - Essential 1
Guiding and advising others on developing and managing projects	E	☆ - Essential 2
Maintaining financial records and performance management information	E	
Monitoring progress and supporting management of projects	E	☆ - Essential 3
Knowledge and experience of how to navigate nature recovery project through the planning and permission process	E	☆ - Essential 4
Understanding or experience of the importance of contract management in project delivery	E	
Experience of working in the conservation or creation of wetland habitats	D	☆ - Desirable 1
Experience and knowledge of working with and providing information for a range of project funding providers such as the Heritage Lottery Fund	D	☆ - Desirable 2
Experience of developing and delivering projects that require acquisition of land and other capital assets	D	
<b>Education/Qualifications</b>		
NVQ Level 3 or equivalent in relevant discipline e.g. project management, environmental conservation or heritage management	E	☆ - Essential 5
Qualification in project management eg: Prince 2 or similar	D	
<b>Skills/Abilities</b>		
Strong project management skills	E	☆ - Essential 6
Ability to meet deadlines and ensure project team deliver	E	
High level IT skills and ability	E	
Strong communication, facilitation and presentation skills	E	☆ - Essential 7
Manage multiple projects, co-ordinating roles and achieving deadlines	E	☆ - Essential 8
Resilient under pressure	E	