

Job Specification

Project Lead Officer (BBO)

Requirements	Essential (E) or Desirable (D)
Qualifications:	
Good standard of general education	E
Educated to degree level or other relevant qualification	D
Knowledge & Experience:	
Experienced in project delivery, particularly multi-partner projects.	E
Ability to engage with partners and stakeholders to create practical and effective relationships.	E
Experienced in giving clear direction, enabling others to meet their objectives.	E
Knowledge of relevant processes, procedures and systems, in particular EU audit and quality requirements.	D
Knowledge of the demands in monitoring and reporting under EU projects.	D
Able to work as part of a team to support the effectiveness and efficiency of project delivery.	E
Knowledge of the services required to support multi disadvantaged groups into employment	D
Experience of pre-empting potential risks to, or issues within, project delivery and the ability to propose contingencies which mitigate impact.	E
Able to manage own workloads and operate to specified deadlines.	E
Experience of developing and/or appraising funding applications.	D
Personal Qualities and Attributes:	
Able to create a culture in which service quality and the needs of partners, stakeholders and individuals are paramount.	E
Excellent organisational and project delivery skills.	E
Excellent communication skills, both orally and in writing, to a range of audiences.	E
Committed to supporting partners in developing their services, in order to create effective and inclusive partnerships.	E
Willingness to engage in personal development to improve performance levels.	E
Dynamic and enthusiastic with a proactive approach to problem solving.	E
Have a willingness to work flexibly, including weekends and evenings where needed.	E
Have a commitment to Quality, Diversity and Equality across all services	E
Full driving license	D