**Job Specification   
Project Lead Officer (BBO)**

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| **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** |

