Personnel Specification

Job title: Clogher Valley SureStart Project Manager

Essential Criteria
At the closing date applicants must have:

1. A degree level qualification or equivalent in the field of Social Work or Health or Business Management or Community Development or Early Years Care and Education
2. Three years' experience in effectively leading and managing staff to achieve strategic outcomes within timescales and budget
3. Experience of strategic development and implementation at middle/senior management level including management of significant change
4. A full current driving licence enabling the holder to drive in NI and have the use of vehicle for official purpose OR have access to a form of transport that will enable the candidate to meet the requirements of the post in full

Desirable Criteria
1. Post graduate level qualification

For those candidates who meet the essential criteria the following competencies will be assessed through an interview and a range of tasks.

Leadership	
Leads, involves and motivates others. Actively encourages others to work towards a common goal, delegating as appropriate.	
Role model	• Demonstrates leadership qualities and professional boundaries in all areas of work to inspire • Role models higher order thinking skills
Strategic thinking	• The ability to think strategically about the vision and strategic objectives of a setting and can deliver succinct presentation of facts, implications and options. • Ability to enable leadership to explore own actions and options through skilful facilitation of discussion supporting increased awareness and skill in them • Ability to negotiate, monitor and review budgets in order to deliver key objectives and outcomes.
Decision making and problem solving	• Consistently projects a confident, controlled and focused attitude at all times, regardless of the situation or demands on own time. • Analyses data, trends, statistics, performance and outcomes measures to inform decisions • Identifies and leads the actions to bring about success whilst encouraging others to work together to reach a positive outcome
Coaching and mentoring	• Strong inquiry and advocacy skills demonstrating which skill to employ for effectiveness • Listening & responding effectively using substantiated evidence and advice utilising a professional direct approach
Change management	• The ability to lead a significant change management process through leading from the front and modelling the change required
Conflict Management	• Enhances the learning and group outcomes, including effectiveness or performance in the setting by various conflict resolution techniques
Social Emotional intelligence	

Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling. Uses skills needed to handle and influence other people's emotions effectively	
Communication	• Uses clear positive communication both within and outside the organisation and at all levels. • Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills. • Confident and skilful at delivering difficult messages
Interpersonal Skills	• Establish partnership working with clear roles and responsibilities. • Demonstrates resilience, perseverance and positivity with stakeholders
Persuading, influencing and negotiating	• The ability to communicate effectively with a wide range of stakeholders using a range of persuasive, influencing and negotiating skills. • Proven ability to deal with confidential matters with discretion.

Technical Competence	
Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity	
Plan and prioritise	• Demonstrates a commitment to the provision of high quality and safe services with an ability to drive a culture of continuous improvement. • Provides clear solutions to problems for action setting • Creates and implements effective plans, to deliver objectives, ensuring priorities are understood and met. • Demonstrable ability to multi-task, work to deadlines and use initiative
Report writing	• Creates professional reports and documentation which matches the need of the audience/s which is succinct with a clear focus on outcomes, impact and next steps.
IT	• Uses a range of IT systems and programmes with efficiency and impact.

Commitment to excellence	
Constantly strives to improve team performance and achievement for the organisation and within the sector. Provides exceptional service and encourages others to do the same. Identifies actions for improvements and ways to add value to service provided to the sector.	
Approach	Ensures communication and planned actions are challenging, realistic and achievable for rapid and sustained improvement (firm but fair) Ensures the ongoing development of policies, procedures and protocols to deliver improved outcomes for children and families.