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| **Criteria** | **Essential/ Desirable** | **Supporting Statement/Interview** |
| Understanding of barriers to gender equality and good practice in addressing equality, diversity and inclusion issues. | Essential | Supporting Statement/ Interview |
| Experience of programme management or project management. | Essential | Supporting Statement/ Interview |
| Demonstratable experience of delivering organisational change through working collaboratively and effectively with multi-disciplinary teams and a range of key stakeholders. | Essential | Supporting Statement/Interview |
| Ability to work individually and as part of a number of  teams, to prioritise and to work under pressure. | Essential | Interview |
| Excellent interpersonal, leadership and communication skills, including the ability to lead, motivate and inspire teams and individuals at all levels of the organisation. | Essential | Interview |
| Drive, resilience and creativity and the ability to problem solve and navigate obstacles. | Essential | Interview |
| Experience of working successfully with the Athena Swan  or other similar frameworks / chartermarks | Desirable | Interview |
| Excellent verbal and written communication skills with the ability to convey complex information in a simple, clear, concise and persuasive  manner. | Desirable | Interview |
| Project management qualification | Desirable | Application Form |
| Evidence of continuing professional development. | Desirable | Interview |

**Person Spec – EDI Project Manager (Athena Swan)**

**Ref: 0524-24**

**• Application Form – Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.**

**• Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.**

**• Interview – assessed during the interview process by either competency based interview questions, tests, presentation etc.**