

PERSON SPECIFICATION
Project Manager – Chaplaincy Review
Vacancy Ref: A3589

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level (or equivalent)	Essential	Application Form
Demonstrable experience of successfully managing complex projects	Essential	Supporting Statement & Interview
Able to communicate vision and project aims clearly with people at all levels of the organisation	Essential	Supporting Statement & Interview
Strong organisation, listening and negotiation skills	Essential	Supporting Statement & Interview
Ability to work under pressure and to deliver to deadlines	Essential	Supporting Statement & Interview
Ability to write precise and unambiguous documents in a timely fashion.	Essential	Supporting Statement
Confidence to challenge existing practices	Essential	Interview
Demonstrable experience of collection and analysis of quantitative and qualitative data via a range of methods	Essential	Supporting Statement & Interview
Demonstrable ability to handle difficult conversations and situations	Essential	Supporting Statement & Interview
Understanding of the complexity and sensitivity required in working with and understanding the needs of different faith groups	Essential	Supporting Statement & Interview
Experience of formal project management methods	Desirable	Supporting Statement & Interview
Experience working within the HE sector	Desirable	Application Form & Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. 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.