

**PERSON SPECIFICATION**  
**Athena SWAN Programme Manager**  
**Vacancy Ref: A3013**

Criteria	Essential / Desirable	Application Form / Supporting Statement / Interview
Understanding of barriers to gender equality and good practice/ policy in addressing equality, diversity and inclusion issues; Evidence of strong commitment to minimising barriers and advancing equality	Essential	Supporting Statement / Interview
Demonstrable experience of successful programme management contributing to organisational change	Essential	Supporting Statement / Interview
Determination and resilience to work through challenges and set-backs that occur during a sustained period of organisational change	Essential	Supporting Statement / Interview
Excellent interpersonal skills, with the ability to build and maintain effective relationships and work collaboratively and flexibility with staff at all levels of the organisation as well as Boards and Committees	Essential	Interview
Ability to work individually and as part of a number of teams, to prioritise and to work under pressure	Essential	Interview
Experience of working in a matrix management structure/complex operating environment.	Essential	Interview
Excellent verbal, presentational and written communication skills with the ability to convey complex information in a simple, clear, concise and persuasive manner	Desirable	Application Form / Interview
Capable of working with complex levels of data and measuring impact	Desirable	Interview
Experience of managing others against measurable outcomes	Desirable	Interview
Experience of working successfully with the Athena SWAN or other similar frameworks / chartermarks	Desirable	Application Form
Project management qualification or equivalent experience	Essential	Application Form

- **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.