

## THE RED HEN PROJECT

**Registered Charity Number: 1072190** 

The Red Hen Project is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Person Specification**

Criteria		E	D	How Identified		
<u>Qualifications</u>						
•	Good standard of education to at least A level	E		Application		
•	Degree or equivalent (qualifications below degree level will be considered if applicants demonstrate solid experience and evidence of continuing professional development)		D	Application		
•	Diploma in Business Studies or Project Management		D	Application		
Leader	<u>Leadership</u>					
•	Support and demonstrate commitment to the vision for the Ren Hen Project	E		Application		
•	Support the Project in the management of change and improvement in pursuit of strategic objectives	E		Interview		
•	Prioritise, plan, organise, direct and co-ordinate the work of others.	E		Application		
•	Build, support and work with high performing teams	E		Application		
•	Work as part of a team	E		Interview		
•	Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for project staff.	E		Interview		
•	Seek advice and support when necessary	E		Interview		
•	Deal sensitively with people and resolve conflicts	E		Interview		

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Skills					
•	Ability to work independently demonstrating initiative and proactivity	E		Interview	
•	Ability to work in an organised and methodical manner	E		Interview	
•	Ability to develop and maintain efficient record keeping systems	E		Interview	
•	Ability to produce accurate records and reports as required	E		Interview	
•	Ability to communicate face to face and in writing with a wide range of audiences	E		Task	
•	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	E		Interview	
•	Ability to show sensitivity and objectivity in dealing with confidential issues	E		Interview	
•	Ability to negotiate best value	E		Interview	
•	Ability to problem solve	E		Interview/App	
•	Receptive to new ideas, approaches and challenges	E		Task/Interview	
Experie	<u>ence</u>				
•	Experience of managing a budget, fund raising and income generation	E		Application	
•	Experience of managing a project involving working with a variety of stakeholders	E		Application	
•	Experience of working in a large organisation, promoting partnership working		D	Application	
Knowle	edge				
•	A sound knowledge of a range of computer applications including presentational and data analysis tools	Е		Application	
•	A sound knowledge of strategies that increase the engagement of vulnerable families		D	Application	
Genera	<u>General</u>				
•	Committed to high standards of customer service	E		Interview	
•	Committed to equality and diversity	E		Interview	
•	Committed to own continuing professional development	Е		Application	

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Safegu	arding		
•	Ability to safeguard and promote the welfare of children and young people	E	Interview
•	Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their life circumstances	Е	Interview
•	Has a good understanding of the safeguarding agenda	E	Interview
•	Can demonstrate an ability to contribute towards a safe environment	E	Interview
•	Shows a personal commitment to safeguarding	E	Interview

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