

Race and Religion Hate Crime Project Manager - Personal Specification

SKILLS

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> • Excellent communication skills and an ability to communicate at all levels, including written and verbal • Ability to build effective working relationships with key partner organisations • Ability to act upon own initiative and professional judgement within the scope of the role. • Excellent organisational skills • High level of interpersonal skills • Manage own workload and flexibly work to challenging targets and changing priorities in a complex environment • Strong networking ability • Ability to facilitate groups of various sizes • Good IT skills • Good monitoring, evaluating and report writing skills 	<ul style="list-style-type: none"> • Conflict management • Creative 	From the application and interview

KNOWLEDGE

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> • Microsoft systems • Risk management/action planning • Good knowledge of advocacy and awareness raising 	<ul style="list-style-type: none"> • Media engagement • Hate crime and victim support services 	From the application and interview

QUALIFICATIONS

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> • Computer Literate • A to C, GCSE level qualification in English and Maths or equivalent 	<ul style="list-style-type: none"> • Project management qualification • Safeguarding 	From the application, Documentary evidence

EXPERIENCE

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> • Project management • Working with diverse race and religious communities • Engagement with statutory sector and key decision makers • Experience of leading, managing and implementing change. • Monitoring, evaluation and report writing 	<ul style="list-style-type: none"> • Case study development • Experience liaising with the media • Event management • Training delivery • Experience working in the Voluntary/Community Sector 	From the application and interview

QUALITIES

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> • Resilient • Impartial • Respect confidentiality • Trustworthy • Honest • Reliable • Flexible • Adaptable • Accurate • Team Player • Passionate 		From the application and interview