



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

<b>Job title: Programme Manager</b>		
<b>Department/Division: 100x Impact Accelerator</b> <b>Accountable to: Head of Programme</b>		
<b>Competency</b>	<b>Criteria</b>	<b>E/D</b>
<b>Knowledge and Experience</b>	Substantial relevant work experience in accelerators/incubators/similar venture programmes, design/venture building studios, and/or social impact investment environments	E
	Experience in developing contacts and negotiating with organisations.	E
	Proven managerial skills in project management.	E
	Excellent IT skills- Microsoft Office including Word, Excel, Outlook, PowerPoint, and virtual learning environments such as Microsoft Teams and Zoom.	E
	Educated to degree level or equivalent through work experience	E
	Experience in managing high-profile events with moving pieces and organising conferences or events	E
	Relevant programme management/administration experience	D
	Proven financial/budgetary experience	D
Experience of delivering an accelerator programme	D	



<b>Communication</b>	Experience in communicating effectively, particularly regarding long-term complex timetables, with internal and external stakeholders at all levels, both verbally and in writing.	E
	Ability to convey and present complex information in a meaningful and appropriate manner to a wide range of audiences.	E
	Ability to communicate with people in a professional and diplomatic manner.	E
	Experience of servicing committees/ writing reports.	E
	Experience of giving presentations and facilitating workshops.	D
<b>Liaison and Networking</b>	Ability to promote the programme through effective networking skills internationally and in the private and public sectors	E
	Ability to liaise with internal and external contacts and delivery partners to further the aims of the programme and the Accelerator.	E
<b>Teamwork and Motivation</b>	Ability to function effectively in a team with other members of Accelerator staff.	E
	Evidence of motivation and ability to work independently without direct supervision.	E
<b>Planning and Organising</b>	Ability to make autonomous decisions within an agreed framework.	E
	Ability to manage a varied workload, coordinate a range of tasks and activities, and to prioritise a range of tasks effectively to consistently meet deadlines.	E
<b>Service Delivery</b>	Proven experience of delivering excellent content and customer service.	E
	Ability to provide a prompt and efficient service to both internal and external stakeholders.	E
	Ability and willingness to actively seek feedback and proactively develop activities to improve service.	E
<b>Problem Solving and Initiative</b>	Ability to use initiative and creativity to address difficult situations and to present appropriate solutions.	E



	Ability to adopt a proactive approach and use own initiative by suggesting new mechanisms to develop the programme.	E
	Ability to recognise when a problem should be referred to a senior member of the team.	E
	Experience of providing input to aid the decisions of senior members of staff.	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**