



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.

Job title: Head of Programme

Department/Division: Marshall Impact Accelerator
Accountable to: Accelerator Director

Competency	Criteria	E/D
Knowledge and Experience	Substantial relevant work experience at an accelerator, programme design and delivery studio, or social impact grant-making or investment environment	E
	Strong existing relationships with potential content delivery partners regarding social enterprise development, business and needs	E
	Proven managerial skills in relationship and project management, especially in maintaining strong contacts and negotiating with organisations at manager level.	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)	E
	Experience in managing high-profile events with moving pieces and organising conferences or events	E
	Relevant programme design, delivery, and management experience	E
	Previous line management experience	E
	Proven financial/budgetary experience	E
	Experience of building and leading an accelerator programme	D
	Experience in innovation in design-thinking to iterate on the programme through venture feedback and outside-the-box approaches	D



Communication	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 convening committees and producing related reports.	E
	Experience of giving presentations.	E
Liaison and Networking	Ability to promote the programme through effective networking skills internationally and in the private and public sectors	E
	Ability to represent the Accelerator with internal and external contacts and delivery partners to further the aims of the programme and the Accelerator.	E
Teamwork and Motivation	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
Planning and Organising	Ability to make autonomous decisions within an agreed framework.	E
	Ability to manage a varied workload, lead a range of tasks and activities, and to prioritise a range of tasks effectively to consistently meet deadlines.	E
Service Delivery	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
Problem Solving and Initiative	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 recognize when a problem should be referred to a senior member of the team.	E
	Experience of providing input to aid the decisions of other 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.