



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: Impact Manager

Department/Division: UKRI GCRF Gender, Justice and Security Hub, Centre for Women, Peace and Security **Accountable to:** Hub Chief Operating Officer

| Competency | Criteria | E/D |
|--------------------------|---|-----|
| Knowledge and Experience | Experience in an events, communications or research policy role in an academic context or in the field of women's rights / human rights / international development | E |
| | Experience of identifying, supporting and developing knowledge exchange and impact activities | E |
| | Experience of organising complex events | E |
| | Excellent understanding of research impact and pathways to impact (especially in the Social Sciences and Humanities) | E |
| | Excellent IT skills and aptitude for learning new programmes | E |
| | Experience of using specialist programmes for monitoring and evaluation or project management | E |
| | An interest in and commitment to the Sustainable Development Goals on gender equality, peace and justice, and the global women, peace and security agenda | D |
| | Experience of working with partners in the Global South | D |
| | Experience of organising events remotely, at an overseas location | D |
| | Experience in planning training programmes, devising agendas, advising and briefing trainers | D |
| | Experience of working within a monitoring and evaluation framework including logframes and Theory of Change | D |



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| Communication | Experience in actively promoting research findings, services or activities to a non-expert audience | E |
| | Experience of writing materials for different audiences, including briefing notes, formal letters, online content and email updates | E |
| | Excellent written communication skills, sufficient to draft clear and error free emails with an appropriately professional and friendly register | E |
| | Ability to use IT to format documents to high standard, within style and brand guidelines | E |
| | Ability to communicate effectively both orally and in writing, with a wide range of internal and external contacts | E |
| | Excellent command of the English language with proven ability to proof-read, copy-edit and ensure accuracy | E |
| | Ability to handle confidential and sensitive information | D |
| | Experience in stakeholder management across multiple locations | D |
| | Ability to communicate in any of the following languages: Arabic, Spanish, Tamil or Sinhala | D |
| Planning and Organising Resources | Experience of actively contributing to a strategy or detailed workplan, considering alternatives, proposing a course of action | E |
| | Experience of planning schedules, setting and meeting deadlines and communicating these to others | E |
| | Ability to manage a diverse workload, working to tight and often competing deadlines | E |
| | Experience of thinking through the elements of projects and putting in place the necessary steps to ensure all work is carried out on time | E |
| | Ability to maintain records effectively and accurately, in a manner that they can be used by others | E |
| | Ability to keep work practices, systems and procedures under on-going review and update and amend as required | E |
| | Experience of budget management, including planning, regular reconciliation and reporting | D |



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| Initiative and Problem Solving | <p>Experience in exercising initiative in selecting a course of action to solve day to day problems as they arise and to recognise when a problem should be referred to others</p> <p>Proven ability to think calmly and creatively to generate possible solutions to problems</p> <p>Ability to adapt to changing circumstances and deadlines</p> <p>Experience in undertaking formal risk assessment</p> <p>Experience in solving logistical problems remotely</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> |
| Teamwork and motivation | <p>Effective partnership working and interpersonal skills</p> <p>Ability to develop productive relationships with colleagues based in other locations and awareness of issues which may arise</p> <p>Proven ability to deliver results by working collaboratively building and co-ordinating teams, proposing actions, securing buy-in and producing desired outcomes</p> <p>Experience of following existing protocols and procedures while liaising with individuals and groups of people</p> <p>Experience of working in a team in a professional services role within an academic unit</p> <p>Experience of leading or positively contributing to a team comprised of colleagues based in remote locations</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> |
| Service Delivery | <p>Experience of devising and initiating evaluation mechanisms and making recommendations for change</p> <p>Exceptional attention to detail with the ability to spot errors, inconsistencies and ambiguities in all aspects of work</p> <p>Ability to provide a high standard of service and information accurately and promptly to internal and external requests</p> <p>Experience of reviewing processes and procedures in order to improve outcomes, reduce costs of improve efficiency</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> |

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

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