



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: Programme Manager (Global Engagement and Impact)

Department/Division: International Inequalities Institute (Atlantic Fellows in Social and Economic Equity programme)

Accountable to: Director, Atlantic Fellows for Social and Economic Equity programme

Competency	Criteria	E/D
Knowledge and experience	Demonstrable experience working in an international membership-based organisation, community or network focussed on social change and impact	E
	A strong understanding of the needs of purpose-driven leaders who are working in social movements, civil society and/or international development	E
	Experience of designing and delivering creative and professional content to targeted audiences	E
	Experience of working as part of a global team	E
	Experience with designing and nurturing spaces (virtual and physical) for peer-to-peer learning and collaboration	D
	Experience with leadership development programmes, coaching and/or facilitation	D
	Proven track record of planning, managing and delivering high profile events	E
	High level IT skills including experience with all MS Office software, communications platforms and with updating websites and social media	E
	Experience of using databases (Salesforce desirable) and managing data resources	E
	Proven accuracy and attention to detail	E
	Educated to degree level or equivalent	E



Communication	Proven excellent verbal and written communications skills and the ability to communicate effectively and confidently at all levels	E
	Evidence of strong interpersonal skills and an ability to engage and influence contacts at all levels, both internally and externally	E
	Demonstrable skill in working efficiently, with tact and diplomacy and able to deal with people from different backgrounds, ages and nationalities and with different needs and working styles.	E
Planning and organising resources	Excellent project management skills	E
	Proven ability to prioritise workloads, work to deadlines and to prioritise and deliver on multiple tasks simultaneously whilst maintaining attention to detail	E
	Ability to effectively maintain records electronically and on paper	E
	Evidence of preparing material for publications	E
	Experience with managing budgets	D
Teamwork and motivation	Self-motivated with a proactive and positive attitude and a pragmatic approach to problem solving	E
	Evidence of a positive, enthusiastic and creative approach, with the drive to develop new initiatives	E
	Ability to work with limited supervision and use own initiative	E
Service Delivery	Ability to provide a high standard of service and to provide information accurately and promptly to internal and external stakeholders	E
Liaising and Networking	Experience of building and developing strong relationships and networks with internal and external contacts	E
	The confidence to represent the Atlantic Fellows programme as an ambassador to external and internal stakeholders with professionalism.	E
	Willingness to travel internationally to support the Fellows programme	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.