



PERSON SPECIFICATION
Policy and Participation Manager

<i>Essential criteria:</i>	<i>How measured</i>
Education, Qualifications and Training <ul style="list-style-type: none"> • Be educated to degree level or vocational equivalent • Evidence of commitment to personal development • Senior management experience 	A A, I A, I
Experience, Knowledge and Skills <ul style="list-style-type: none"> • A track record at successfully working at a strategic level and of building effective relationships with key contacts • Knowledge and experience of working participatively with voluntary and community organisations • Effective leadership, team working, staff management and motivational skills • Experience of planning, developing and delivering complex projects • Ability to communicate effectively with diverse audiences • Experience of having worked for a voluntary sector organisation • Experience of working in partnership across organisational sectors • A high level of drive and commitment to the participation and representation agenda • Knowledge of participation frameworks and underpinning theory • Experience of affecting change in service delivery • Experience of undertaking or managing evidence based research projects • Experience of researching and providing policy briefings and report writing • Understanding of local government and health structures, including local strategic partnerships and local area indicators • Experience of writing funding bids and successfully applying for funding 	A, I A, I A, I A, I A A, I A, I A, I, P A, I A A, I A, I, T A, I, P A, I

<ul style="list-style-type: none"> An understanding of challenges facing disadvantaged local communities 	A, I
<p>Personal qualities</p> <ul style="list-style-type: none"> Strong team player, capable of leading and decision making whilst also considering wider issues and impact on individuals Confident communicator Ability to challenge appropriately where necessary Ability to prioritise and manage own workload High level listening, influencing and negotiating skills Reliable A commitment to equality of opportunity for all 	A, I A, I, P A, I A, I A, I A, I A, I
<i>Desirable criteria:</i>	
<ul style="list-style-type: none"> A relevant professional qualification Experience of delivering training Experience of responding to local, sub-regional, regional or national policy 	A A, I A, I, T

Key:

- A Application form
- I Interview
- T Interview task (s)
- P Presentation at Interview