

**PERSON SPECIFICATION**

**POST: HARROW FOODBANK PROJECT MANAGER**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education and training</b>	Educated to A level (or above) or equivalent		Qualifications (proof required)
<b>Proven Ability</b>	Ability to work unsupervised		Application form, interview and reference
	Ability to lead a team of volunteers and work as part of a team		Application form, interview and reference
	Ability to deal with conflict and be assertive		Application form, interview
<b>Special knowledge and skills</b>	Able to use Microsoft Word, Excel, and e-mail	Able to use Powerpoint	Application form and interview
		Website management	Application form and interview
		Experience of producing advertising and publicity materials on a computer	Application form and interview
		Experience of writing successful bids	Application form and interview

continued

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Special Qualities or abilities</b>	Able to empathise with people in 'crisis'		Application form and interview
	Able to relate effectively to people of all ages, experience and cultural background		Application form and interview
	Able to communicate effectively in writing and verbally		Application form and interview
	Able to motivate self and others		Application form and interview
	Able to locate, analyse and interpret information		Application form and interview
	Able to facilitate a group, and to put outcomes into action		Application form and interview
	Able to prioritise, set and work to goals and meet deadlines		Application form and interview
	Able to adapt to changing priorities and circumstances; Working flexibly to cover tasks as necessary		Application form and interview
	Demonstrate honesty and integrity		Interview and reference

continued

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Any Other Requirements</b>	Willingness to understand, support and promote the values of Harrow Foodbank		Application form and Interview
	Satisfactory Enhanced DBS disclosure		DBS Application
		First Aider	Application and Qualifications
		Health & Safety Trained	Application and Qualifications
		Data Protection Act Trained	Application and Qualifications

Harrow Foodbank is a charity founded on Christian principles. We all subscribe to the same values and hope that new team members will too, irrespective of belief or background.