

Person Specification

Job title: Action to Inclusion Project Lead (Shared post)

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Significant experience of working 1-2-1 with service users with a range of complex issues including mental health, substance misuse, housing concerns, previous negative experiences of accessing statutory services and social issues such as poverty and social exclusion 	<ul style="list-style-type: none"> Experience of managing a grant funded project
	<ul style="list-style-type: none"> Experience of working within the voluntary or statutory sector 	<ul style="list-style-type: none"> Experience of providing accurate and good quality monitoring reports which include both output and outcome measures
	<ul style="list-style-type: none"> Experience of working with partner organisations at an operational level 	
	<ul style="list-style-type: none"> Experience of managing clearly defined projects within a wider organisation 	
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding of voluntary sector projects, how they are funded, managed, monitored and evaluated 	<ul style="list-style-type: none"> Understanding of European Social Fund and their reporting requirements
	<ul style="list-style-type: none"> Understanding of the barriers to learning, employment and training experienced by people with multiple complex issues 	

Skills and Abilities	<ul style="list-style-type: none"> • Proficiency in software packages to an intermediate level: MS outlook, Word, PowerPoint • Excellent written and verbal communication skills with the ability to present information to a wide range of audiences 	
	<ul style="list-style-type: none"> • Able to work under pressure to tight deadlines and deliver high quality material in the right way first time 	
	<ul style="list-style-type: none"> • Strong interpersonal skills 	
	<ul style="list-style-type: none"> • Able to develop and maintain effective and credible relationships 	
	<ul style="list-style-type: none"> • Problem solving skills 	
Personal Attributes	<ul style="list-style-type: none"> • Conscientious approach to service delivery 	
	<ul style="list-style-type: none"> • Flexible approach to working hours 	
	<ul style="list-style-type: none"> • Non judgemental approach to people 	
	<ul style="list-style-type: none"> • Shows clear commitment to the values of both York Mind and voluntary sector 	
	<ul style="list-style-type: none"> • An adaptable and positive approach to work 	