

Game Changers Project Assistant - Person Specification

Requirements	How measured
E = Essential	A= Application
D = Desirable	I = Interview

Description	E or D	How
1 Knowledge and Skills and Working with People		
1.1 Experience of working within a community environment	D	A I
1.2 Understanding of supporting beneficiaries from disadvantaged communities	D	A I
1.3 Should have good I.T. skills (Microsoft Word) and good written and numerical skills	D	A I
1.4 Good organisational skills and to include: Organise, set up, minute take and support meetings and follow through required actions to support the project manager (training will be given)	D	I
1.5 Ability to effectively communicate with those who wish to be involved or are being supported; both face to face, through social media and on the telephone.	E	I
1.6 Good time management skills and motivation – ability to work to deadlines	E	I
1.7 Able to work in a team as well as independently	E	I
2 Accountability and Resources		
2.1 Ensuring all activities we run are right for the individual, the project and for the organisation overall	E	I
3 Independence and Judgement		
3.1 Able to work closely with the project manager but also using own initiative, multi-tasking, thinking on your feet, and responding to situations as they arise	E	I
4 Other attributes		
4.1 Reflect Community & Business Partner’s Mission, Vision and Values statement – see the website www.cbpartners.org	E	I