


## PERSON SPECIFICATION

**Job title:** Project Manager – Brighton Chalk Management Partnership (ChaMP)  
**Directorate:** Countryside Policy and Management

Requirements & Criteria	Essential/ Desirable	Criteria marked with a star will be assessed from your application form. Please see below for further details
<b>Knowledge/Experience</b>		
Significant experience of coordinating and supporting diverse partnerships	E	★
Experience of developing, delivering and monitoring major projects, using a range of project management methods and tools	E	★
Budget planning and monitoring experience, and ability to administer financial procedures in line with organisational policy	E	★
Experience of working with a wide range of stakeholders, including government, NGOs, landowners and local communities	E	★
Producing high quality project reports to deadlines	E	★
Demonstrable knowledge and experience of groundwater quality issues and work	D	★
Demonstrable knowledge and experience of urban pollution prevention and SuDS	D	
Experience of managing delivery of capital works projects including liaising with consultants, contractors and the community	D	
Demonstrable knowledge and experience of running engaging community consultations campaigns	D	
Experience of fundraising	D	
<b>Education/Qualifications</b>		
Grade C or above GCSE Maths and English or equivalent OR proven competence in these areas	E	★
Degree or equivalent in geography / ecology / land management or similar	D	★
Qualification / accredited training in project management	D	★
<b>Skills/Abilities</b>		
Excellent project management skills with the ability to organise effectively and prioritise own workload in order to meet competing deadlines	E	
Excellent IT skills including high level of competence in Word, Excel, and the internet	E	
Excellent report-writing skills	E	★
Ability to deal with project partners and other stakeholders sensitively and appropriately to their diverse needs	E	
Communicate confidently and effectively at all levels and with a wide range of individuals and organisations (including good presentation skills)	E	
Work independently within broad guidelines, seeking advice where appropriate and be equally effective as a team member.	E	
Excellent interpersonal skills	E	
Full driving licence	E	★

**Completing your application form** – Those criteria marked with a star  above will be assessed from your application form and will determine which candidates are shortlisted for interview. You are advised to ensure that you demonstrate on your application form how you meet each of these criteria, giving details of your qualifications and examples of specific experience.