

PERSON SPECIFICATION



This post is funded by the European Social Fund and The National Lottery Community Fund.

Job Title	BBO Assistant Project Supervisor	
Department	Academy- Training/Employment	
Header	Details	Essential / Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at grade C or above. Teacher-trainer level 3 Degree level qualification, or relevant and equivalent sector experience 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> Delivering projects as part of a team. Logistical delivery of projects. Delivering BBO or ESF projects or similar projects. Monitoring and reporting of projects. Training and development Project administration and support tracking, and monitoring KPI's Using spreadsheets. Financial controls and processes Working with and building relationships with stakeholders, funders, clients, and referral partners. Working as part of a team to successfully achieve objectives and outcomes. Planning and delivering projects under direction. Working to and meeting tight deadlines. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

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	<ul style="list-style-type: none"> • Writing reports and reporting to stakeholders and funders. • Liaising and working with a wide range of people from clients to funders. • Working with people in need of support. • Mentoring and supporting clients or ability to do so. • Finding solutions to often complex problems 	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
Skills, knowledge, and ability	<ul style="list-style-type: none"> • Excellent communications skills • Excellent attention to detail and ability to get things right first time. • Databases and tracking and monitoring of KPI's. • Problem solving and solution-based approach. • Financial capacity and understanding. • Good people skills and ability to communicate at all levels. • Able to work under own initiative to plan and deliver programs. • Administration of complex projects. • Ability to learn new skills and take on board new information quickly. • Work as part of a team to achieve objectives. • Able to work to deadlines • Good numeracy and financial skills and knowledge. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
General	<ul style="list-style-type: none"> • Full driving licence and own transport • Flexible working approach 	<p>Desirable</p> <p>Essential</p>
Values and ethos	<ul style="list-style-type: none"> • Demonstrate an understanding and respect for the Christian ethos at NOAH • Demonstrate and live out the values and ethos of NOAH • Demonstrate an ability not to judge others and to treat everyone fairly and equally 	<p>Essential</p> <p>Essential</p> <p>Essential</p>

NOAH is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment and our Safeguarding Policy and Procedure.