



Community Lives Matter is committed to working to improve the lives and opportunities of residents in our community. Whether supporting younger people in education, asylum seekers or people with dementia and their families, or providing social contact for the elderly, vulnerable or lonely, we strive to meet the particular needs of those we serve. Various activities and projects are run from our centre as well as outreach work thus bringing the community as a whole together.

PERSON SPECIFICATION: Project and Development Manager		
Requirements	Essential	Desirable
1. Qualifications/Education/Knowledge <ul style="list-style-type: none"> ● Educated to degree level or equivalent experience ● Good understanding of project management in a community setting ● Proven track record of how a charity operates ● Experience of budget management ● Must be able to satisfy DBS requirements ● An understanding of the faith sector and its contribution to community and overall system resilience 	 	
2. Experience <ul style="list-style-type: none"> ● Bid writing and fundraising for community projects ● Managing staff and volunteers ● Establishing desired outcomes, outputs and objectives ● Identifying and resourcing new activities 	 	
3. Abilities - both aptitudes and skills <ul style="list-style-type: none"> ● Evidence of ability to work effectively as part of a small community team ● Good communication skills relevant to developing a rapport with staff at all levels, volunteers and service users. ● Proficient computer user and familiar with use of social media ● Driving license 	 	
4. Personal qualities - characteristics, style, interests, attitudes <ul style="list-style-type: none"> ● Reliable and self-motivated ● Creative and innovative ● Flexible and able to work on own initiative ● A desire to continue learning new job-related skills ● Knowledge of local area 	 	
5. Agreement with ethos and aims of Community Lives Matter <ul style="list-style-type: none"> ● Able to work within the Christian ethos and the aims, objectives, policies and practice of the charity ● Committed to the dignity and value of all service users ● Committed to equal opportunities for all, without distinction of gender, sexual orientation, race or of political, religious or other opinions 	 	