Person Specification

Funding Coordinator

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- A pro-active self-starter with a strong track record of successfully managing a portfolio of projects and programmes, ensuring delivery targets are met in line with agreed timescales, rules and regulations.
- Experience of developing and managing systems and processes to capture performance information, supporting programme delivery
- An ability to identify patterns or trends in performance data and escalate areas of risk as appropriate
- Good understanding of different types of economic development and regeneration projects
- Demonstrable experience of building and maintaining positive, collaborative working relationships with colleagues, partners and stakeholders
- Experience of working with stakeholders across the public and private sector, and of successfully working within a political environment
- An understanding of economic strategies and current policy on economic development and local growth
- High level of organisational skill
- An ability to manage own workload to planned timescales, amid conflicting demands
- Excellent written and oral communication skills
- Exceptional skills in Microsoft office, particularly Excel, Word and PowerPoint

Desirable

- Applied knowledge of economy of North of Tyne area
- Technical knowledge on State Aid and Procurement law
- Experience of managing delivery of European projects/programmes

Part B

In addition to seeking further evidence on the above criteria, the following will also be explored at interview stage:

- Organisational skills
- Approach to project management
- Approach to building and maintaining relationships with stakeholders
- Approach to managing difficult conversations and negotiation

- Approach to analysing and presenting complex issues and thinking creatively and strategically to deliver outcomes
- Approach to problem solving, addressing underperformance or non-compliance