

Programme Support Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience of working in a support role across a range of projects and programmes.
2. Good oral and written communication skills with the ability to deal with a wide range of contacts.
3. Track record of building productive working relationships with a wide range of partners.
4. Ability to produce and customise documentation from databases.
5. Experience of setting up, developing and maintaining monitoring and recording processes to support the delivery of projects and programmes.
6. Ability to analyse and interpret management data.
7. Ability to work as part of a team.
8. Ability to work independently and to prioritise work.
9. Ability to work to tight deadlines.

Desirable

1. Certificate in keyboard applications and qualifications in computing or relevant experience.

2. Relevant experience of Project Development Appraisal and Monitoring.
3. Understanding of procurement processes and post-contract management.
4. Knowledge of local authority financial procedures and policies.
5. Preparation of reports and management information for funders and partners.
6. Experience of working in a multi – functional team.

Additional Requirements

The following criteria will be further explored at the interview stage:

- Approach to teamwork.
- Knowledge and experience in reporting on project progress.
- Approach to problem solving.
- Flexible approach to work.
- Approach to partnership working.
- Approach to building productive working relationships with a wide range of partners.
- Approach to project delivery monitoring.
- Ability to provide wide ranging support to project and programme deliver.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?