**SNAPS - PERSON SPECIFICATION / PROJECT MANAGER**

**QUALIFICATIONS**

* Ideally a degree and / or relevant professional qualification, or equivalent work experience, particularly with children with special needs.

**ESSENTIAL or DESIRABLE CRITERIA**

**Knowledge**

* In depth knowledge and understanding of the needs of children with special needs, and the needs and concerns of their families.
* Well-developed understanding of the voluntary and community sectors.
* Reasonable understanding of company and charity law.

**Experience**

* Demonstrable practical experience of working with voluntary and community organisations, and specifically organisations concerned with children with special needs.
* Demonstrable experience of working with a range of partners to achieve a common aim.
* At least two years strategic management experience at a senior level, preferably in the voluntary and / or community sector.
* Staff, financial and organisational management, particularly leading a team through a period of change.
* Experience of strategic business planning.
* Experience of designing, implementing and reviewing work programmes.
* Experience of designing and implementing a fundraising strategy.

**Skills**

* Leadership qualities that will motivate staff, parents and partners.
* Ability to think creatively, provide inspiration and take the vision through to fruition while also having an awareness of the detail.
* Ability and willingness to undertake hands-on operational management on a day to day basis where this is required.
* Ability to prepare and manage budgets and to oversee financial management processes.
* Ability to work in partnership with a variety of partners in a constructive way that fosters trust and mutual respect.
* Competent in the use of IT generally, and maximize the use of email, databases, the internet and social media.
* Ability to communicate effectively and concisely with a range of different audiences in a variety of formats.
* Ability to develop and implement marketing, business development and PR plans.
* Willing and able to take strategic direction from, and to work with, a Board of Trustees.
* Ability to prioritise own work and to work on own initiative with little direct supervision whilst managing competing priorities.