**Accessible Arts & Media – Programme Manager (Mental Wellbeing) - The Person Specification**

**Your name:**

We’re looking for an experienced project manager who’s passionate about creating opportunities for people to support their own wellbeing. If you’d like to play a key role in developing our iMUSE for Mental Wellbeing Programme and to work for a small local charity with a big heart then we’d love to hear from you.

Please use this table to tell us about the skills, qualities and experience you have that are directly relevant to this role. Once you’ve completed the table, please email it to [rose.kent@aamedia.org.uk](mailto:rose.kent@aamedia.org.uk), along with a covering email and contact details for two referees. The closing date for applications is **5pm on Monday 13th December.**

**Essential:** The following are the skills, qualities and experience we definitely want our new Programme Manager (Mental Wellbeing) to have:

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| **What we’re looking for:** | **Your experience in this area:**  (It helps us if you tell us where and when you gained this experience) |
| A minimum of 2 years’ experience of managing participatory projects in community/ voluntary/statutory settings. |  |
| Experience of partnership/collaborative working and building relationships across a range of stakeholders. |  |
| Experience of managing staff. |  |
| Experience of working on programmes that support people’s mental wellbeing. |  |
| Experience of working with/supporting people from a range of backgrounds. |  |
| Working knowledge/experience of person-centred approaches and/or co-production. |  |
| Ability to communicate confidently, both written and aural. |  |
| Experience of report writing and presenting information in an engaging way for different audiences. |  |
| Experience of following safeguarding policy and procedure. |  |
| Experience of working on a variety of tasks simultaneously, managing your own workload and prioritising deadlines. |  |
| Experience of working successfully as part of a team. |  |
| Confident using Microsoft Office 365 apps including Outlook, Word, Excel and PowerPoint. |  |
| A driver with a full license. |  |

**Desirable:** The following would also be an advantage (but are not essential and we can provide training and support):

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| **We’d love you to have:** | **Your experience, if any, in this area:**  (It helps us if you tell us where and when you gained this experience) |
| Lived or learned experience of mental ill-health and related issues/challenges. |  |
| Experience of writing funding bids. |  |
| Experience of procurement and negotiating commissioning contracts. |  |
| Experience of creating and maintaining records that contain sensitive personal information. |  |
| Experience using evaluation/impact measurement tools. |  |