# Person Specification

## Job title: Programme Manager

### Local Meeting or Branch: WMQPEP

## Main purpose of the job

To manage three year programme promoting peace education in key stage 2 and the Positive Peace Groups programme

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| **Knowledge**  ***Essential***   * How schools operate. * Peace skills: eg conflict resolution skills or restorative approaches. * Quaker Ethos. * Quality Assurance processes. * A degree or equivalent level qualification. |
| **Skills**  ***Essential***   * Ability to communicate effectively at all levels – including presentations and talks as well as good interpersonal skills. * Good organisational skills. * Ability to remain calm and balanced under pressure. * Ability to demonstrate an understanding of and a commitment to equality and diversity. * Able to meet targets. * Good ICT skills - use of word, excel and power point.   ***Desirable***   * Marketing. |
| **Experience**  ***Essential***   * Experience of working with schools. * Experience of peace education. * Experience of project management. * Experience of establishing effective relationships in a professional setting.   ***Desirable***   * Working in a school environment. * Leading Circles with children and adults. * Social media. |
| **Other**  ***Essential***   * Demonstrable commitment to peace. * Ability to work on own initiative and adapt to changing circumstances. * Ability to manage own time while juggling a number of projects. * Commitment to evaluation and continual learning. |

### Date the person specification was approved/last reviewed, January 2023