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