



Person Specification: Project Officer

	Essential	Desirable
Qualifications	Educated to degree level or equivalent, or strong proven record in Project Management	CPD or qualification in project/programme management
Experience and Knowledge	<p>Demonstrable experience of project Management</p> <ul style="list-style-type: none"> • Sound experience of developing and implementing a range of project and financial procedures, including budget planning, monitoring and reporting • Experience of minuting meetings and taking follow-up action as necessary • Experience organizing workshops and meetings 	<p>Experience of working in or with the culture and heritage sector</p> <ul style="list-style-type: none"> • Familiarity with current culture and heritage values & practice • Experience of proposal and grant application writing
Skills and Abilities	<p>Able to develop a good understanding of a project content, structure and timetable</p> <ul style="list-style-type: none"> • Able to create and manage a programme /project budget • Excellent verbal and written communication abilities • Organised and methodical approach to work, with strong attention to detail, maintaining high standards of accuracy, quality and responsiveness. • Excellent IT skills, and fully proficient in the use of MS Office, MS 	<p>Able to contribute to the effectiveness of a small team</p> <ul style="list-style-type: none"> • Able to contribute and listen effectively in group discussions

	<p>Teams and Zoom</p> <ul style="list-style-type: none"> • Able to work collaboratively across teams and organisations and sustain effective working relationships with diverse colleagues, partners and clients • Able to organise their own work and time productively. • Understands The Unicorn Preservation Society's values and their application to this role • Has an appreciation of the value of the Society's managed heritage. 	
Personal Skills	<p>High level of initiative with good ideas and sound judgement</p> <ul style="list-style-type: none"> • Committed to providing a high standard of work and continuous improvement • Appreciates the value of diversity • Has a proactive approach to addressing Challenges • Committed to continued learning and supporting the learning of others • Willing to accept responsibility and Opportunities appropriate for the role • Has a flexible approach to their role 	