

## **What are the desirable skills / qualities of a Project Lead?**

**(Results of workshop group discussions, presented in no particular order)**

### **Knowledge and experience of the Early Years**

good knowledge from industry inside

Understanding of the subject

understanding the work

Someone with experience running youth-led, child-centred projects

Understanding/knowledgeable

Good understanding of early years

Understanding of the different settings

Understanding the work

EY theory and principles

understanding of EY principles

Has personal experience working with EYFS

Understanding of challenges of EY settings

Background in the literature/research in early years

understanding and taking part at ground level

Understanding of early years music and practise

### **Partnership working/collaboration/networking skills**

Ability to build/work in collaborations

Networking skills

Be very up to date with what's happening and what other organisations are doing too

Good at building partnerships

awareness of similar projects

networking

Awareness of similar projects past and present

good at partnership working.

Balancing stakeholder interests

in touch with other organisations

the effective 'go to' person for all partners

Maintaining relationships

### **Evaluation skills**

Ability to document and write evidence of outcomes of project

Good grasp of outcomes, monitoring impact, evaluating and having the tools necessary to do this knowing outcomes

Understanding outcomes to show evidence of project aims

Monitoring and evaluation

having a good handle on evaluation

Ensuring evaluation is comprehensive and comprehensible

Evaluation and end of project

SMART objectives

Someone to facilitate gathering evidence

capturing evidence.

Evaluate - during and at end

time to monitor quality

Monitor/evaluate the work that has been provided.

### **Able to support project team**

team player

Able to facilitate reflective conversations with practitioners

knowing your team and being able to nurture and support them

Good communication skills with leaders

able to encourage reflective practice among music leaders

Being able to support the practitioners

Support new leaders to develop.

trust your leaders!

able to SUPPORT

Care of staff, wellbeing. Especially at the moment.

Delegation skills

### **Communication skills**

Written communication skills

Good at working with people

Able to mediate different people views and needs

Able to establish boundaries

Communicator - within and outside project

clear expectations & relationships

excellent communication skills.

Strong presentation skills I.e. dissemination of work

Being able to dialogue with settings

Liaison and support throughout project.

### **Has an overview of the project**

Clear vision and able to drive it

Clear objectives and aims for the project

bigger picture oriented

See overall picture

an overview of the project

Good at seeing the big picture

Overall picture of project

### **Financial skills**

Ability/experience tender for funding

Budgeting

budgeting ability

good at handling the budget/allocation of funds

Flexibility of budget

Budget

### **Flexible and adaptable**

Able to adapt

Adaptable – being able to be responsive and adapt

adaptability

Being flexible and going with the flow of what's happening in a session

Being responsive to changes

able to be responsive to changes

### **Pro-active and motivated**

Pro-active involvement through out project

Proactive involvement

Proactive involvement and support

Motivated

Self-driven/motivated

### **Good listener**

Listening and responsive  
Good listener to shape the project  
Open and continuous dialogue  
Challenger/listener  
Good at receiving feedback  
Approachable and accessible  
Reflective and responsive - good at involving everyone's voices  
responding to feedback,  
capacity to listen and understand from everyone's perspective

### **Admin skills**

Also, good organisation and email replying!!  
time keeping skills  
Being practical, logistical, strategic  
Well prepared and organised  
meets deadlines  
Can prioritise  
Organised!  
Understanding logistics  
good at dealing with emails to set up projects with music practitioners and other colleagues.  
Good at prioritising.  
Good at keeping deadlines.

### **Problem solver**

Problem-solving esp. with Covid  
Problem solving

### **Capacity**

Having the time to put together the project!

### **Playfulness**

### **Facilitator**

### **Knowledge of relevant legislation/statutory requirements**

Safety

Safeguarding

Keeping up to date with DBS and safe guarding training for practitioners.

safeguarding knowledge/DBS

### **Understanding of groups the project is working with**

EDI (Equality, Diversity and Inclusion)

awareness of community

Cultural considerations target group

### **Research skills**