

Person Specification Daisi Project Manager, Maternity Cover – Jan25

	ESSENTIAL	DESIRABLE
1	Minimum 3 years relevant experience in a dynamic arts and/or education environment	Good public speaker
2	An understanding of the needs of schools, other young people’s education settings, and artists	Experience of report writing
3	Experience of working with a range of partners	Experience of writing funding applications and commission tenders
4	Understanding of equality, diversity and inclusion issues and their application in the workplace	Experience of evaluating work
5	Demonstrable evidence of ability and confidence to achieve sales and income targets in a relevant field	A relevant qualification in the arts, teaching or education
6	Excellent written, verbal and interpersonal skills appropriate for communicating effectively with a wide range of people	Experience of managing multi-partner projects and events, including festivals
7	Familiarity and confidence in using information systems and proven competence in relevant digital applications including word processing, spreadsheets, PowerPoint and email (preferably Microsoft Office), and web based and social networking applications	
8	Experience of devising and controlling budgets	
9	Excellent attention to detail	
10	Competence in multi-tasking and ability to use own initiative	
11	Ability to prioritise own work and manage time effectively, working under pressure and achieving tight deadlines	
12	Ability to work supportively and cooperatively within a small team	
13	Willingness to travel within Devon and Torbay, and occasionally beyond, when required	
14	Adaptable to working within Daisi’s working pattern which is currently hybrid i.e. including home days and office days	
15	Flexibility in order to attend occasional evening and weekend meetings and events	
16	Positive ‘can do’ attitude, honest, discrete and trustworthy	

