

## Person Specification

### Post: Centre for Growth Programme and Events Manager

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent relevant experience</li> <li>• Grade C or above in GCSE English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification or training in project, change or events management, business analysis or service improvement</li> <li>• Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Delivering end to end projects or events achieving outcomes to time, cost and quality</li> <li>• Successful partnerships with multiple stakeholders, agreeing scope, managing expectations and relationships and driving quality</li> <li>• Creating, maintaining and using processes and systems</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering events and programmes within education or public sector environment</li> <li>• Working in an inner-city area of high deprivation</li> <li>• Managing budgets, forecasts and resource plans</li> <li>• Supporting evaluation of events and programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Building effective relationships</li> <li>• Stakeholder engagement and communications</li> <li>• Excellent communication skills</li> <li>• Strong organisational skills, with the ability to prioritise and manage competing deadlines and work with pace and precision</li> <li>• Ability to produce reports, spreadsheets and data analysis; advanced use of Excel including with large data sets.</li> <li>• Commitment to safeguarding</li> <li>• Microsoft Office, especially Excel, Outlook and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of what makes a Dixons academy different and successful</li> <li>• Principles and practice of health and safety, safeguarding and inclusion in relation to events management</li> <li>• Experience of adult learning and development</li> <li>• Change management and how to embed new ways of working</li> <li>• Using project tools</li> <li>• Familiarity with data protection and information security</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to give, receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of our trust</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>