

Person Specification

Post: Strategic Programme Manager for Dixons Centre for Growth

Attributes	Essential	Desirable	How identified
Qualifications	- GCSE grade 4 or above in English and mathematics (or equivalent) - A degree or equivalent	- Qualification or training in project, change or events management, business analysis or service improvement - Evidence of ongoing PD	- Application - Certification
Experience	- Proven delivery of end-to-end projects or events to time, cost and quality - Effective partnership with multiple stakeholders, agreeing scope, managing expectations and maintaining quality - Delivery of events and programmes in education or the public sector	- Working in an inner-city area of high deprivation - Developing and embedding effective processes and systems - Managing budgets, forecasts and resource planning - Evaluating events and programmes to inform improvement	- Application - Interview - References
Knowledge and skills	- Demonstrable commitment to safeguarding - Building effective relationships with a wide range of stakeholders - Planning and delivering training programmes and events from scoping and design through to promotion, engagement, monitoring and evaluation - Shaping clear communications across multiple channels to engage and support stakeholders - Ability to communicate exceptionally well in writing and in person - Prioritising competing deadlines and delivering with pace and precision - Producing clear reports and spreadsheets and analysing large data sets using Excel - High digital confidence, particularly in Teams, PowerPoint, Excel and Word	- Understanding of what makes a Dixons academy different and successful - Health and safety, safeguarding and inclusion in events - Understanding of adult learning and development - Embedding change and new ways of working - Proficiency with project tools - Understanding of data protection and information security	- Application - Interview - References
Character	- Strong moral purpose and drive for improvement - Mission-aligned - Humble and kind - Motivated, enthusiastic and flexible - Excellent interpersonal skills - Good sense of humour - Desire to develop yourself - Ability to give, receive and act on feedback - Strong attention to detail - Ability to work under pressure - Commitment to the full life of our trust	Willingness to offer extra-curricular provision	- Application - Interview - References