

Person Specification

Role Title: Project Leader

E – Essential

HD – Highly Desirable

D – Desirable

Skills Required

- The ability to lead and manage a team effectively E
- Be a self motivator and be able to motivate others positively E
- The ability to work within predefined limits (for example timescales and budgets) E
- Excellent verbal and written communication skills E
- The ability to accept and positively respond to responsibility E
- Be a good negotiator and mediator when working internally and externally E
- Be able to communicate via telephone and electronic mail E
- Able to work well in meetings (chairing and participating) HD
- Have a appreciation for the wider objectives of a complex project HD
- Be computer literate HD

Knowledge and experience required

- Experience of managing a project with key responsibility for the planning and co-ordination of various project elements HD
- Previous project management experience HD
- Experience of the external factors that influence a project HD
- An understanding of The Scout Association's structure and procedures HD

Qualities Required

- Accept the policies and rules of The Scout Association E
- Accept The Scout Association's purpose, method and youth programme E
- Have time available, amongst other commitments to commit to the workload. E
- Ability to meet deadlines E
- An appreciation of the requirement to communicate with others – as part of a two way process E
- Be in a position to travel to meetings at Headquarters and elsewhere, as may be required E
- Patient, calm and friendly disposition HD
- A willingness to promote the agreed, corporate view points rather than perpetuate their own views E