

Person Specification Cynnydd Project Coordinator

	Essential	Desirable
Qualifications		
• Level 5 qualification in relevant discipline and/or equivalent relevant experience	*	
• Level 2 qualification in English (GCSE or equivalent)	*	
• Level 2 qualification in Maths (GCSE or equivalent)	*	
• Experience of Funded Projects	*	
• IT Literate to Level 3	*	
• Experience of Project Management		*
• First Aid Certificate		*
• Fire Marshal qualification		*
Circumstances		
• Able to travel as needed to fulfill the requirements of the post	*	
• Able to work flexibly, including early mornings, evenings and weekends where required	*	
Personal Skills		
• Excellent organisational and time management skills	*	
• Able to work to deadlines	*	
• Able to work independently	*	
• Able to prioritise work	*	
• Self motivated and able to use own initiative	*	
• Able to respect confidentiality	*	
• Able to exercise sound judgement	*	
• Able to work in different learning environments/in a variety of settings, Including remote learning	*	
Interpersonal Skills		
• Excellent communication skills – oral and written	*	
• Able to foster good working relations with staff, learners and partners/stakeholders	*	
• Able to work as part of a team	*	
• Able to motivate others	*	
• Empathetic to learners' needs	*	
• Able to communicate in Welsh		*
Personal Attributes		
• Commitment to Quality	*	
• Commitment to Continuing Professional Development	*	
• Commitment to Diversity	*	
• Professional	*	
• Reliable	*	
• Adaptable	*	
• Diplomatic	*	
• Shows initiative	*	