

PERSON SPECIFICATION



POST: Homelessness Project Officer

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DATE: August 2024

ATTRIBUTES	ESSENTIAL REQUIREMENTS	HOW IDENTIFIED	WEIGHTING H = HIGH (x3) M = MEDIUM (x2) L = LOW (x1)
Education and Qualifications	<ul style="list-style-type: none"> Educated to A Level (or equivalent) with a proven ability to produce high quality written material. 	Application	H
Work or Other Relevant Experience	<ul style="list-style-type: none"> Experience of leading and/or supporting projects Demonstrable commitment to continuous improvement and delivering excellent services Experience of effective partnership working with a range of organisations/agencies Experience of chairing and/or supporting multi-agency meetings 	Application and interview	H
Special(ist) Knowledge	<ul style="list-style-type: none"> Knowledge of housing & homelessness legislation, guidance, policy and practice Knowledge of procurement and contract activity in relation to relevant services. 	Application	M
Job Related Skills and Abilities	<ul style="list-style-type: none"> High level of IT skills for collating and analysing data, in particular excellent knowledge and experience of using Microsoft Excel. The ability to accurately monitor budgets, grants and other funding streams. Excellent written communication skills; the ability to produce reports and presentations and explain complex information to a range of audiences. Excellent interpersonal skills and the ability to develop effective working relationships with a wide range of agencies and individuals 	Application, interview and assessment	H

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	<ul style="list-style-type: none">• The ability to develop imaginative solutions to complex issues; the ability to interpret and communicate complex information.• Excellent organisational, time management and prioritisation skills to effectively co-ordinate multiple work streams with multiple agencies		
Other – e.g. Availability for Unsocial Hours	<ul style="list-style-type: none">• Adopts a positive attitude to work and able to work flexibly to meet the needs of the service including occasionally outside of normal office hours	Application and interview	M