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| Person specification |  |

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| **Job Title** | Project Manager, TalEntEd Islands |
| **Department** | Recruitment and Growth |
| **Responsible To** | Head of Further Education |
| **Responsible For** | N/A |
| **Grade** | 7 |
| **Location**  |  Islands-based (Orkney, Shetland or Western Isles)  |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Degree level qualification or equivalent professional experience.
 | * Qualifications in project management (e.g. Prince 2 or Association of Project Managers)
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| **Experience** | * Project Management experience, including project planning/development, budgeting, monitoring and reporting, compliance, and risk management.
* Demonstrable experience of successful management, development and/or delivery of projects to time and budget.
* Experience of stakeholder management and partnership development within complex, multi-partner environments.
* Experience working with and supporting project boards and/or other relevant governance structures
 | * Experience in the development and/or delivery of work-based learning
* Experience working in the post-school education sector
* Experience working in the Highlands and Islands
* Experience of working with project funders and meeting project reporting and compliance requirements.
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| **Knowledge and skills** | * In-depth knowledge and understanding of project management.
* Proven excellent communication and relationship building skills
* Excellent organisational and time management skills.
* Ability to produce accurate and well-presented reports and management information
* Ability to understand, analyse and summarise information.
* Strong ICT skills, including MS Word and Excel.
* Budget management capability
* Ability to prioritise competing demands in a complex organisational environment
 | * Knowledge and understanding of work-based learning pedagogy
* Knowledge and understanding of the post-school education sector
* Knowledge of UHI and the economy and socio-demographics of the UHI regions
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| **Personal qualities** | * Ability to form effective working relationships across a range of levels of leadership and management and internal and external stakeholders.
* Ability to chair, facilitate and mediate within complex multi-partner environments.
* Pragmatic and solutions-focussed approach to addressing challenges
* Ability to work flexibly and proactively on own and as part of a team.
* Ability to communicate clearly and effectively verbally and in writing.
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| **Other circumstances** | * Based in Shetland, Orkney and/or the Western Isles
* Ability to work flexibly and to travel within and across the Highlands and Islands, and particularly across Shetland, Orkney and the Western Isles
 | * Driving licence.
* Knowledge of, or interest in, Gaelic language and culture.
* Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives.
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Date: 19/03/2025