



# The Colour Works Foundation

*Building Self-Belief*

## TWCF Programme Manager – Person Specification

### We are seeking someone who has:

1. Experience of working with disadvantaged young people and/or adults
2. An understanding of Safeguarding requirements
3. Experience of evidence-based evaluation
4. Good communication skills and an ability to adapt sensitively to a diverse range of audiences and contexts.
5. Skills in engagement and building relationships of trust and collaboration.
6. Skills in managing teams and projects to deliver on agreed outcomes.
7. Excellent writing skills and the ability to produce reports and information in a variety of forms for different purposes.
8. Highly ICT literate, notably with Microsoft Office software, and confident in using video conferencing with Teams and Zoom.
9. Great project management skills and an ability to design and structure work programmes to ensure they are delivered.
10. Familiarity with managing partners, both internal and external.
11. Creativity in developing solutions to problems.
12. Familiarity with marketing and communications techniques and approaches.

### Ideally the person will also:

1. Be qualified in use and delivery of accredited psychological personality profiling tool
2. Have experience in delivery of learning and development courses linked to personality profiling
3. Hold a youth work qualification
4. Have experience of Fundraising

### Personal attributes

1. Ability to work flexibly
2. Independent self-starter with an inclusive management style
3. Able to maintain confidentiality and discretion.
4. Self-motivated and able to take own initiative.
5. Has a sense of responsibility to the work and the people served.
6. Has a deep commitment to fairness and accountability.
7. Takes a collaborative approach to issues, problem-solving, and working relationships.
8. Shows kindness, respect, and humility towards others.
9. Is confident, friendly, resilient, and self-sufficient.
10. Is tenacious and committed to delivering on goals.