\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**Person Specification**

**1. Experience**

* Disabled person with personal experience of disabling barriers within society (essential)
* Project co-ordination, monitoring, evaluation, and reporting.
* Personal or professional experience of operating in a political environment.
* Public speaking and representing an organisation externally.
* Event planning and delivery.

**2. Skills and abilities**

* Excellent communication and interpersonal skills.
* Excellent ICT knowledge and skills inc. Microsoft Office
* Project development skills.
* Relationship / partnership building skills and/or collaborative working.

**3. Knowledge and understanding**

* General overview of Equality Law, reasonable adjustments.
* General understanding of elections and candidacy, Party structures and processes.
* Basic understanding of data protection and security.
* Political sensitivity and understanding of the constraints on charities when it comes to Party Politics.
* Good understanding of the barriers disabled people face.
* Understanding of financial reporting methods and purposes

**4. Attributes**

* Calm, confident manner, able to work well both independently and with others.
* Strong organisational skills.
* Excellent communicator – with both external contacts and internal colleagues.
* Excellent written communication skills with the ability to adapt style and approach according to the medium / audience.
* Attention to detail and accuracy.
* A pro-active team player with a ‘can do’ attitude.
* A professional, friendly and approachable style.

**5. Other**

* Willingness to work occasional anti-social hours, sometimes involving travel and overnight stays.