



## **Gender Action Project Co-ordinator: person specification and selection procedure**

### **Skills (essential), including**

- Team player – the ability to work co-operatively with others to achieve common goals
- Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties
- Influencing skills – the ability to bring others to your way of thinking diplomatically
- Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives, and work with own initiative to solve problems
- Dependable – able to complete tasks to a high standard and to agreed deadlines
- Organisational skills – the ability to work with minimum supervision, prioritise workload, and handle multiple tasks
- Interpersonal skills – the ability to communicate positively with others; the confidence to listen and understand
- Communication skills – the ability to express information clearly and effectively in written and oral form
- Computer literate – good working knowledge of Microsoft Office and social media
- Attention to detail – the ability to accomplish/complete a task while demonstrating a thorough concern for all areas involved, no matter how small
- Commitment to the principles of equality and diversity

### **Qualifications**

- Awareness of current issues in relation to gender equity education.
- Relevant degree (desirable)

### **Experience**

- Presenting ideas and a vision to a range of audiences in meetings and to large groups
- Experience and knowledge of UK education landscape and challenges facing teachers and schools
- Working in schools on gender issues
- Event management
- Autonomy over project work streams
- Reporting to funders
- Relationship building in the education sector
- Writing and creating compelling communications for a variety of audiences

We are flexible with the experience requirements for this role, and would encourage candidates who meet some or most of the criteria to apply.

## **Selection procedure**

**Applications should be submitted by midnight on Monday 13 March 2023.**

Shortlisting will take place soon after this. Short-listed candidates will be invited for an **online interview on Wednesday 22 March. A selection of candidates interviewed online will be invited to an in-person interview in Sheffield on Friday 24 March.**

Referees will not be contacted until after interview, and only with the permission of the interviewee.

DECSY will strive not to discriminate on grounds such as race, gender, sexual orientation, age, disability, social class, religion or belief, or gender reassignment. We welcome a diversity of participants in all our undertakings. Our equalities and diversity policy applies to everyone involved in our work.

We particularly encourage applications from Black, Asian and UK minority candidates who are currently underrepresented in our workforce.

We are committed to being an inclusive employer and we are happy to consider flexible working arrangements.

In addition to a good salary package, we offer an attractive range of benefits including contributions to employees' personal pension scheme.

If you have a question about the role or would like to discuss it informally, please feel free to contact Jane Anderson at DECSY (0114 2412750) to arrange a call.

Please note we do not accept CVs for this role. All applications for this vacancy must be submitted via our application form. Please ensure you address the requested skills, qualifications and experience in your personal statement using the headings in this person specification.