

## Job Specification

### BBO Age of Opportunity Lead

Requirements	Essential (E) Or Desirable (D)
<b>Knowledge &amp; Experience:</b>	
Knowledge of the services required to support multi disadvantage adults into employment.	E
Excellent organisational and project management skills.	E
Experience in managing effective teams.	E
Experience in managing, monitoring and reporting EU projects	E
Able to manage own workloads and operate to specified deadlines	E
Experience of giving clear direction, enabling others to meet their objectives	E
Ability to engage with partner and stakeholders to create practical and effective relationships	E
<b>Personal Qualities and Attributes:</b>	
Creating a culture in which service quality and the needs of internal and/or external partners, stakeholders and individuals are paramount	E
Excellent communication skill, both orally and in writing	E
Providing a positive role model for all staff within the partnership representing Selnet's Mission and Values	E
Excellent organisational and project delivery skills	E
Actively promoting development of self, colleagues and delivery partners to improve performance levels in their work area	E
Dynamic and enthusiastic with proactive approach to problem solving	E
Willingness to work flexibly, to adapt to any changes required by Lead Partner	E
A commitment to Quality, Diversity and Equality across all services	E