

## **The Swan Song Project Partnerships and Engagement Manager - Person Specification**

### **Skills and attributes**

- Shares the values of The Swan Song Project - Optimistic, Creative, Trustworthy, Compassionate, Authentic (Essential)
- Understanding and appreciation of the value of music in difficult times (Essential)
- Ambitious and optimistic approach to work (Essential)
- Able to prioritise tasks, work on own initiative and as part of a team (Essential)
- Flexible and willing to adapt to suit the needs of a small organisation (Essential)
- Motivated - takes personal responsibility for completing tasks (Essential)
- Inspires trust and has credibility when talking to stakeholders (Essential)
- Creative - comes up with solutions and new ways of working (Essential)
- Effective communicator - excellent communication skills (written and verbal) with an ability to adjust their communication style to suit different audiences (Essential)
- Excellent people skills - approachable and friendly with an excellent ability to build and maintain relationships (Essential)
- Excellent attention to detail
- Able to work under pressure to meet deadlines
- Excellent at listening and understanding peoples experiences.

### **Knowledge**

- Understanding of partnerships between organisations (Essential)
- Understanding of business models and organisational growth
- Understanding of mutually beneficial partnership agreements
- Understanding of end of life care and bereavement services.
- Practical understanding of safeguarding
- Understanding of monitoring and reporting for charities in line with external funders requirements
- Understanding of voluntary sector, charities and charitable purposes
- Understanding of marketing and social media

### **Experience**

- Experience of working in the third sector
- Experience of working in partnership with different organisations
- Experience of working with people in challenging circumstances
- Experience of providing monitoring for externally funded projects
- Experience with organisational social media.

**Circumstances**

- This post is based from home but will involve travel for meetings.
- The post is permanent on a starting 21 hours per week
- Flexible working hours are available for this post - to be agreed with the creative director.
- The ability to undertake work outside the normal working day is essential. The role will sometimes require longer working hours to accommodate the needs of stakeholders.
- There could be an occasional requirement for evening work in this job