



The Keppleway & Bethesda
Projects
Burundi Link
Registered Company No. 2675957
Registered Charity No. 1015762



Person Specification
Development & Project Manager
The Bethesda Project Burundi in partnership with The Keppleway Project UK

Attributes	Minimum	Desirable	Method of Assessment
Knowledge & Experience	<ul style="list-style-type: none"> √ Management experience √ Development work experience in a developing country √ Partnership working √ Experience of good working practices and regulations relating to development work in a developing country √ Experience of multi or cross cultural working 	<ul style="list-style-type: none"> √ Knowledge of current development work issues √ Ability to speak French √ Experience of working in Africa √ Working/direct personal knowledge of disability √ Experience of outdoor activities / arts & crafts √ Knowledge / experience of working with / in the Anglican Church 	Application Form & Interview
Education Training & Qualifications	<ul style="list-style-type: none"> √ Degree 	<ul style="list-style-type: none"> √ Management, International Development, Human Rights, Social or Youth Work or related qualification √ Any outdoor activities or arts & crafts or qualifications 	Application Form & Interview
Project Management Skills	<ul style="list-style-type: none"> √ Ability to manage own time and prioritise work √ Ability to manage staff & volunteers √ Ability to work in a Team √ Financial 	<ul style="list-style-type: none"> √ Experience of delivering successful projects √ Experience of policy formulation √ Experience of a building project √ Experience of chairing meetings 	Application Form & Interview

	<p>management skills including budgeting, recording and monitor</p> <p>√ Fundraising experience</p> <p>√ Good organisation skills with ability to work under pressure</p> <p>√ Good influencing, negotiating & networking skills</p>	√ PR experience	
Commitment to Equality and Diversity	√ Experience / knowledge of working with community / diversity groups	√ Experience of working in a culture of promoting equalities (specifically with disabled people)	Application Form & Interview
Information Technology skills	<p>√ Good IT skills specifically: e-mail & word, excel, access etc</p> <p>√ Experience of delivering presentations</p>	√ Experience of using Power Point	Application Form & Interview
Skills / Attributes / Disposition	<p>√ Christian</p> <p>√ Good Motivation skills</p> <p>√ An understanding of the issues and needs of a developing country and its peoples and of cross cultural issues</p> <p>√ Good inter-personal & communication skills</p> <p>√ Flexible & Innovative</p> <p>√ Confident</p> <p>√ Caring & Sensitive</p> <p>√ Willingness to work in and with the Anglican Diocese in Burundi and under the</p>	√ Ability to articulate the needs of a developing country and its peoples	Application Form & Interview

	Bishop		
Other Requirements	<ul style="list-style-type: none"> √ Willingness/desire to work in Africa, specifically Burundi √ Attendance at meetings / conferences in Burundi the UK and other countries √ Driving Licence and willingness to drive in Africa √ Willingness to learn/develop French language skills √ Willingness to learn basic Kirundi 	√ Driving licence	Interview

PMS/Aug 2011

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