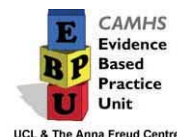




THE ANNA FREUD CENTRE

Project Co-ordinator, Targeted Mental Health in Schools Evaluation Project (TMHSE)



PERSON SPECIFICATION

Knowledge, including qualifications

Essential:

- Degree
- Basic knowledge of research
- Basic knowledge of health and education structures in the UK

Desirable:

- PRINCE 2 or other relevant project management training
- Knowledge of research design and methodology
- Knowledge of child mental health issues

Experience

Essential:

- Experience of co-ordinating projects
- Experience of working with diverse groups of people

Desirable:

- Experience of research projects
- Experience of schools and educational organisations

Skills

Essential:

- Excellent organisational skills
- Excellent interpersonal skills
- Excellent communication skills
- Excellent relevant IT skills including working with MS Outlook, Word, Excel and PowerPoint

Desirable:

- Skills with MS Project
- Research skills

Personal qualities

Essential:

- Energy and enthusiasm
- Clarity of communication
- Team worker
- Able to motivate others
- Attention to detail
- Able to take personal responsibility
- Prepared to travel around England
- Able to work efficiently in open plan office