Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Head of Strategic Projects

Department/Division: 100x Impact, Marshall Institute
Accountable to: 100x Associate Director: Insights

Competency	Criteria	E/D
Knowledge and Experience	• Significant experience of the social sector (ideally from philanthropy, impact investing, grant-making and entrepreneurial ventures)	E
	• An understanding of 100x Impact's mission and area of expertise, and of its stakeholders and their needs	E
	• An understanding of the Marshall Institute's mission and area of expertise, and of its stakeholders and their needs	E
	• Educated to masters degree level, ideally in a social science discipline	D
Communication	• Ability to communicate confidently through email, phone, virtually and face-to-face with a wide range of partners and stakeholders at all levels of business and academia	E
	• Experience presenting, both formally and informally, to a variety of audiences	E
	• Experience of creating effective written communication and publicity materials	E
	• Ability to tailor communication and choose the appropriate method to get the most out of an interaction	E
	• Ability to deliver effective, timely updates to colleagues to ensure smooth operations across a team	E
Teamwork and Motivation	• Ability to work successfully with a range of internal stakeholders and colleagues, not necessarily in the same formally defined team	E

	• Ability to enthuse and motivate colleagues	E
Liaison and Networking	• Experienced and confident networker • Ability to influence and persuade external contacts • Experience of establishing new contacts and building effective, long-term relationships with individuals and organisations • Experience of complex stakeholder management	E E E E
Service Delivery	• Experience of having evaluated a customer need and established the best solution available • Experience of actively promoting a product or service to a potential customer • Evidence of responding promptly to customers and colleagues	E E E
Planning and Organising Resources	• Experience of successfully undertaking scoping research and delivering associated reports, both written and verbal • Experience of setting up and maintaining effective systems of project management • Ability to manage complex travel itineraries	E E E
Initiative and Problem Solving	• Ability to identify and respond to opportunities and drive projects forward • Ability to work independently with limited supervision • Ability to meet deadlines and prioritise work in a fast-paced environment	E E E

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.