



Project and Programmes Manager (Self-Employed) – Skills and Attributes Schedule

Requirement	Essential	Desirable
Self-Employed Status		
Registered as self-employed with HMRC (or equivalent) for tax purposes, or willing to register before commencing the contract.	☒	☐
Demonstrates an understanding of working as an independent contractor rather than an employee.	☒	☐
Availability		
Able to organise and attend meetings during normal UK working hours (typically 9.00am–5.00pm GMT/BST).	☒	☐
Able to communicate and collaborate effectively with the Executive Officer, Trust Administrator, Trustees and stakeholders during UK business hours.	☒	☐
Able to manage workload independently and meet agreed deadlines and deliverables.	☒	☐
Qualifications and Professional Background		
Degree-level qualification or equivalent relevant experience.	☒	☐
Occupational Therapist registered with the HCPC.	☐	☒
Experience of conducting research in any professional, academic, clinical or voluntary sector setting.	☐	☒
Experience of working within the charity, health, education or voluntary sector.	☐	☒
Project and Programme Management		
Demonstrable experience of coordinating and delivering projects or programmes from planning through to completion.	☒	☐
Experience of coordinating multiple workstreams, priorities and stakeholders.	☒	☐
Experience of organising meetings, workshops, events or development programmes.	☒	☐
Experience of preparing reports, project plans and progress updates.	☒	☐
Monitoring, Evaluation and Reporting		
Experience of monitoring project performance against various objectives and milestones.	☒	☐

Requirement	Essential	Desirable
Strong evaluation skills, including the ability to develop and apply evaluation criteria, and to collect, analyse and present evidence of project outcomes and impact against those criteria.	☒	☐
Experience of producing reports and recommendations to support continuous improvement at Board level.	☒	☐
Communication and Stakeholder Management		
Excellent written and verbal communication skills, including the ability to communicate effectively in English, as English is the working language of the Trust.	☒	☐
Experience of building positive relationships with a wide range of stakeholders.	☒	☐
Able to represent the Trust professionally at meetings and events.	☒	☐
Digital and Administrative Skills		
Competent user of Microsoft 365 applications, including Outlook, Word, Excel and Teams.	☒	☐
Experience of using project management software (e.g. Airtable or similar).	☐	☒
Experience of using CRM, grant management or reporting systems (e.g. Microsoft Dynamics/Power BI or similar).	☐	☒
Able to maintain accurate records and manage confidential information appropriately.	☒	☐
Personal Attributes		
Highly organised with excellent planning and time management skills.	☒	☐
Able to work collaboratively while managing work independently.	☒	☐
Proactive, adaptable and solutions-focused.	☒	☐
Strong attention to detail and commitment to high quality work.	☒	☐
Demonstrates professionalism, integrity and discretion.	☒	☐
Committed to the Trust's values and strategic intentions*.	☒	☐

Additional Notes:

- Demonstrable experience, **supported by clear examples**, of project coordination **and** strong monitoring and evaluation skills are **essential** requirements for this role.

- Professional registration as an Occupational Therapist is welcomed and would be advantageous, but it is not an essential requirement.
- This engagement is offered on a **self-employed contractor basis** and does not constitute a contract of employment.
- Whilst contractors will determine how the services are delivered, they **must** be able to participate in meetings and collaborative activities during normal UK business hours (typically 9.00am–5.00pm GMT/BST) to ensure effective working with the Executive Officer, Trustees and other stakeholders.
- Contractors are responsible for their own tax, National Insurance and any other statutory obligations arising from self-employment.

*You can find out more about our Values, Mission and Strategic Intentions here:

[Values & Strategic Intentions - Elizabeth Casson Trust](#)