

PERSON SPECIFICATION FOR PROFESSIONAL ASSOCIATE

JOB TITLE	Professional Associate
REPORTING To	CEO

FACTORS	MANDATORY CRITERIA AREAS	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ 3rd level qualification e.g. degree or at least 7 years relevant experience. 	Application
Experience	<ul style="list-style-type: none"> • 3 years’ experience, in the last 10 years, gained within a school or further/higher educational environment as a principal, vice-principal or in a senior leadership or senior management role. <p>or</p> <p>3 years’ experience within a body providing support and advisory services to schools such as ELB/CCMS/CCEA/NICIE/CnaG or DE at the level of assistant adviser or above will be deemed equivalent.</p> <p>or</p> <p>A minimum of 3 years’ experience, gained within the last 10 years, in one of the following or other specified areas of work :</p> <ul style="list-style-type: none"> • Technical & Specialist e.g. project management in construction, planning, surveying or associated fields • Support to CnaG in Area Based Planning • Research and Data Analysis • Policy and Strategic Planning • Representation • Education Support • Social Media and marketing • Corporate Services • Other specialist tasks as identified by the organisation 	Application

Key Skills	<ul style="list-style-type: none"> ▪ Good organisational/ planning skills with ability to prioritise work. ▪ Excellent oral and written communication skills. ▪ Excellent interpersonal skills. ▪ Ability to work as part of team. ▪ Ability to work independently. 	Application
Working Arrangements/ Flexibility	Able to work unsocial hours as part of the working hours of the post.	Application
Other	Have access to a suitable means of transport to enable them to fulfil the travel requirements of the post (if using own car it must be appropriately maintained and insured for business use).	Application

FACTORS	DESIRABLE CRITERIA AREAS	Method of Assessment
Qualifications and Training	Post graduate qualification.	Application