

**PERSON SPECIFICATION FOR PROFESSIONAL ASSOCIATE**

<b>JOB TITLE</b>	Professional Associate
<b>REPORTING To</b>	CEO

<b>FACTORS</b>	<b>MANDATORY CRITERIA AREAS</b>	<b>Method of Assessment</b>
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ 3rd level qualification e.g. degree or at least 7 years relevant experience.</li> </ul>	Application
Experience	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <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"> <li>• Technical &amp; Specialist e.g. project management in construction, planning, surveying or associated fields</li> <li>• Support to CnaG in Area Based Planning</li> <li>• Research and Data Analysis</li> <li>• Policy and Strategic Planning</li> <li>• Representation</li> <li>• Education Support</li> <li>• Social Media and marketing</li> <li>• Corporate Services</li> <li>• Other specialist tasks as identified by the organisation</li> </ul>	Application

Key Skills	<ul style="list-style-type: none"> <li>▪ Good organisational/ planning skills with ability to prioritise work.</li> <li>▪ Excellent oral and written communication skills.</li> <li>▪ Excellent interpersonal skills.</li> <li>▪ Ability to work as part of team.</li> <li>▪ Ability to work independently.</li> </ul>	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

<b>FACTORS</b>	<b>DESIRABLE CRITERIA AREAS</b>	<b>Method of Assessment</b>
Qualifications and Training	Post graduate qualification.	Application