**CPA UK Projects and Programme Manager Application (Multilateral Projects Team)**

This form gives you the opportunity to describe your skills and experience for the essential criteria for the role of Projects and Programme Manager listed below.

It is important that you read the guidance notes prior to completing this form to give yourself the best opportunity to be shortlisted for the role. *Please note that if you do not complete this form your CV will not be put forward for consideration for the above roles.*

Using examples, please describe in a maximum of 250 words (per section) how you meet the following criteria:

**Criteria 1** **– A track record of involvement in concurrent project and / or programme management within a multiple stakeholder environment, with a focus on delivery**

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**Criteria 2 – An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments, with a range of internal and external stakeholders and to communicate effectively with people from a wide variety of backgrounds**

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**Criteria 3 – Experience of people management and/or supervision of a small team**

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**Criteria 4 – Ability to be flexible, respond positively to change, work effectively under pressure, deal with conflicting priorities, and to cooperate effectively with colleagues within and outside Parliament**

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**Criteria 5 – Good communications skills with experience of contributing to quality written materials for publication and internal and external circulation and a demonstrated ability to establish relationships**

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**Criteria 6 – A good understanding of the Commonwealth, the Westminster parliamentary and political system and current international governance issues**

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