**Person Specification**

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| Attributes | Criteria | How identified | Rank |
| Experience | * A minimum of 5 years’ working in the Charity sector and advising Charity Trustees on governance and compliance matters.
* Experience of undertaking the Company Secretary role.
* A minimum of 5 years’ experience managing a multi-disciplinary voluntary sector organisation.
* Experience of servicing a Board and sub committees and reporting to Trustees on matters relating to finance, budgets, HR, governance and procurement.
* Experience of writing policies and procedures and managing implementation.
* Experience of taking the organisational lead on data protection.
* Experience of managing Health & Safety in a multi-disciplinary organisation, at a senior level.
* Experience of implementing Equality and Diversity Policies and Procedures in a multi-disciplinary setting.
* Experience of managing Children Protection and Safeguarding Policy and Procedures and Safeguarding Vulnerable Adults Policy and Procedures and the ability to act as Designated Senior Manager for Safeguarding.
* Experience of writing a Business Plan for a multi-disciplinary organisation and delivering the Plan.
* Experience and leadership skills to manage, motivate and develop staff teams to achieve optimum results.
* Skills and experience to manage the finances of a voluntary sector organisation.
* Experience of leading on service delivery, customer care and quality assurance for a multi-disciplinary organisation.
* Experience of managing multi-use buildings.
* Experience of business development and income generation.
* Success with fund raising from a wide range of sources.
* Written and verbal communication skills to promote the aims, principles, policies, interests and well-being of the organisation and protect its integrity and reputation.
 | A: I and RA and IA: I and RA: I and RA and IA and IA and IA and IA and IA: I and PA: I and Q/TA: I and Q/TA and IA: I and RA: I and PA and IA: I and P | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialDesirableDesirableEssential |
| Education/TrainingQualifications | Educated to Degree level or equivalentOther relevant training and qualifications i.e. Accounting or other finance training/qualification.Management training/qualificationHR training/qualificationHealth and Safety Training/qualification | A (certificates)A (certificates)A (certificates)A (certificates)A (certificates) | EssentialDesirableDesirableDesirableDesirable |
|  Knowledge | Understanding of the issues facing voluntary sector organisations in the current environment.Political acumen and awareness of the changing political environment.Understanding of the statutory frameworks relating to a Charity/Ltd. Company/Ofsted and other regulatory bodies.Extensive knowledge of Health & Safety legislation and the ability to implement it across the organisation.Extensive knowledge of Employment Law and the ability to implement it across the organisation. | A and IA and IA and IA and IA and I | EssentialEssentialEssentialEssentialEssential |
| Skills | A high level of written and oral communication skills.Comprehensive IT skills | A and IT | EssentialEssential |
| Personal Qualities | Flexible and positive attitude to your work.Able to work flexible hours including evening and weekends, when required. | A and IA and I | EssentialEssential |

Key:

A = Application

I = Interview

P = Presentation

R = Reference

Q and T = Qualifications and Training

T = Test