**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 R  A and I  A: I and R  A: I and R  A and I  A and I  A and I  A and I  A and I  A: I and P  A: I and Q/T  A: I and Q/T  A and I  A: I and R  A: I and P  A and I  A: I and P | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable  Essential |
| Education/  Training  Qualifications | Educated to Degree level or equivalent  Other relevant training and qualifications i.e.  Accounting or other finance training/qualification.  Management training/qualification  HR training/qualification  Health and Safety Training/qualification | A (certificates)  A (certificates)  A (certificates)  A (certificates)  A (certificates) | Essential  Desirable  Desirable  Desirable  Desirable |
| 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 I  A and I  A and I  A and I  A and I | Essential  Essential  Essential  Essential  Essential |
| Skills | A high level of written and oral communication skills.  Comprehensive IT skills | A and I  T | Essential  Essential |
| Personal Qualities | Flexible and positive attitude to your work.  Able to work flexible hours including evening and weekends, when required. | A and I  A and I | Essential  Essential |

Key:

A = Application

I = Interview

P = Presentation

R = Reference

Q and T = Qualifications and Training

T = Test