

PERSON SPECIFICATION

Criteria Knowledge and experience	Essential – E Desirable - D	Application Form	Intervi ew
Management experience, preferably in a voluntary sector or Health or social care organisation	E	√	
Direct involvement in the development of strategy, business plans, project management and organisational policies	E	√	√
Sound financial awareness including experience of managing and controlling budgets/resources/funding/audit and an understanding of financial management procedures	E	√	√
Understanding of relevant national policies and initiatives and statutory health and social care systems	E	√	√
Direct experience of the UK voluntary fundraising environment, encompassing community fundraising, Trusts and foundations	D	√	√
Sound MS Office knowledge, Internet and Email skills. Have a solid knowledge of all modern social media networking tools and able to use them effectively.	E	√	√
Experience of staff management, including personal development and objective setting. Ability to manage a strong team who all work remotely	E	√	√
Experience of marketing and promoting an organisation to increase awareness and support	E	√	√
Experience in working with and implementing quality systems, risk assessments and policy development to ensure high quality services are delivered and change management.	E	√	√
Experience of working with and managing volunteers. Knowledge and understanding of working with adults with conditions that lead to a reduction in quality of life or who have been diagnosed with a life limiting condition	E	√	√
Full driving licence and access to a vehicle	E	√	√
Criteria Skills, abilities and competencies			
Committed and highly self-motivated with ability to enthuse, inspire and motivate others to ensure the objectives of the Charity are being achieved	E	√	√
The ability to work in a self-directed manner, and as part of a team, including developing and building good working relationships with all stakeholders and partners	E	√	√
Excellent written and verbal communications skills, excellent presentation and networking skills to partners, stakeholders, healthcare professionals, charity representatives and fundraisers	E	√	√
Ability to work under pressure, manage competing priorities and ensuring deadlines are met	E	√	√
Good organisational , administrative and time management skills	E	√	√