

Person Specification

Qualifications

Desirable:

- Educated to degree level or equivalent professional qualification or life experience.

Experience

Essential

- Experience of effective partnership working and development and external relationship management.
- Experience of motivating and developing others.
- Experience of project development, management and service delivery.
- Financial management skills including budgeting and delivery of cost and income targets.
- Robust approach to governance.

Desirable

- Proven record of achievement in a senior position within a management role.
- Experience of work with people who are vulnerable and/or 'at risk'.
- Experience of managing organisational change.
- Experience of financial management.

Skills and knowledge

Essential

- Inspirational leadership, management and motivational skills.
- Highly organised and personally effective.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and networking ability.
- Ability to persuade and influence, both face to face and in writing.
- Financial awareness.
- inclusive management style.

Desirable

- Knowledge of the criminal justice and penal systems.
- Rigorous analytical skills including engaging with policy and research literature.
- An understanding of the issues affecting those in prison or who are the victims of crime.

Personal attributes

Essential

- Faith in Jesus, part of a Faith community and a willingness to support people on their faith journey. This post is subject to an Occupational Requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

- eager to promote Christian faith as a means to 'unlocking potential and transforming lives' of those in prison.
- Positive, pro-active and dynamic.
- Inclusive and flexible, with a consultative approach to leadership.
- Ability to pursue the mission and objectives of *Prison Fellowship Scotland* with demonstrable passion, drive and commitment.
- Committed to best practice and with a drive for continual improvement.
- The appointee will also be expected to be fully IT literate; have a full driving licence and access to a car.
- Honesty and transparency.

Terms and Conditions of employment

Salary:

£24k – £28k (depending on experience).

Salaries are paid monthly in arrears and reviewed annually.

Conditions of employment:

The appointee will be a committed Christian.

The post is full time (37.5 hours per week), mainly worked 9am to 5pm Monday to Friday. However, given the seniority of the position and the requirements of the job, the appointee will be expected to work as required outside these core hours, including, on occasions, on evenings and at weekends. No overtime is paid, but in relation to any significant additional hours (and subject to prior agreement with the Chair of Trustees) time off in lieu will be allowed.

Management:

The appointee will report to the Chair of the Board of Trustees.

Please note:

This job description is for guidance only. All members of staff are expected to be flexible and co-operative and to undertake reasonable additional duties as required.

Please apply by email submitting a CV and a letter of application indicating how you meet the requirements of the job description and person specification and how your experience, skills, knowledge and personal attributes make you the ideal candidate for this role. Please give any other information that you consider appropriate to your application.

Closing date for applications is **5pm on Friday 16th November**.

If you have any questions or would like to discuss this role or for further information please contact Billy Paul at wjmpaul@hotmail.com or phone 07812544649.