| **Person Specification - Service Development Manager** |
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| *All criteria are essential unless indicated as desirable (D)* |
| **Please Note:** |
| Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc. |
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| **Education/Knowledge** |
| * Good standard of education (HNC/SVQ3 or equivalent)
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| * IT literate
* Awareness of factors impacting on and issues facing vulnerable children and families (eg disadvantage, poverty, asylum seekers)
* Knowledge of child development
* Knowledge of Child Protection and promoting the welfare of children and vulnerable adults
* Experience of volunteering or working with volunteers (D)
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| **Secure and sustain funding**     |
| * Experience of preparing creative and innovative funding applications (£2,000-£200,000) and required reports for funders
* Strong understanding of the current third sector funding landscape and evidence of successfully developing opportunities to obtain new funding sources
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| * Ability to explore diversification of funding sources
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| * Ability to interpret research/statistical findings to complement funding applications
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| * Knowledge of operational and financial planning
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| **Leadership and management** |
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| * Senior leadership experience in third sector or similar
* Ability to undertake strategic management, planning and prioritising
* Strong ability to lead work with staff, families and volunteers
* Ability to work with the Board of Trustees
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| **Working in partnership** |
| * Ability to make and maintain appropriate working relationships, professional networks and associations to maximise opportunities for funding and development
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| **Internal systems and communication** |
| * Ability to refine/improve internal systems and communication procedures in order for all staff time to be used as efficiently as possible
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| **Self-management/personal attributes**                    |
| * Good written, verbal and communication skills and understanding of confidentiality
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| * A positive and creative approach to tackling tasks
* Ability to prepare and deliver presentations to stakeholders
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| * Knowledge of and commitment to equal opportunities and anti-discriminatory practice
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