| **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) |
| * 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) |
| **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 |
| * Ability to explore diversification of funding sources |
| * Ability to interpret research/statistical findings to complement funding applications |
| * Knowledge of operational and financial planning |
| | **Leadership and management** | | --- | | * 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 | |
| **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 |
| * A positive and creative approach to tackling tasks * Ability to prepare and deliver presentations to stakeholders |
| * Knowledge of and commitment to equal opportunities and anti-discriminatory practice |