**WITH KIDS**

**Business and Development Manager - Person Specification**

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Personal Qualities | Highly motivated, able to work independently and use own initiative, non-judgemental.  Confidence and maturity to deal with demanding and complex issues.  Able to deal with people at all levels and to establish good working relationships. | Able to work at a strategic level. |
| Experience | Strong background in financial management.  Proven experience of staff management. | Experience of personnel matters.  Experience of health and safety legislation.  Experience of developing a social media presence |
| Knowledge and Skills | Knowledge of the voluntary/statutory sector.  Able to manage change, to introduce new initiatives and revise systems and processes.  Proven organisational skills.  Excellent verbal and written communication skills.  Demonstrable analytical skills.  Creative problem solving skills. | Knowledge of local authority finance and procurement processes. |
| Qualifications and Training | Excellent computer skills – Access, Excel, PowerPoint and Word. | Educated to at least HNC level in a business related subject |
| Interests Applicable To The Post | A passion and vision for supporting vulnerable individuals | Experience of working in charitable sector. |
| Work Requirements | Flexible approach to work |  |