**WITH KIDS**

**Business and Development Manager - Person Specification**

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| **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  |  |