**DEVELOPMENT MANAGER - PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Education / Training** | * Recognised degree/diploma or equivalent in community work/community development or related subject. * Other degrees/diplomas if allied to a work background in community development/ regeneration/working with volunteers. * A similar level of appropriate knowledge gained from significant practical and related work experience in working with communities | * Management and/or business management qualification |
| **Relevant**  **Experience** | 1. Development trust start up and/or management 2. Managing a programme of engagement with local communities 3. Staff management experience 4. Social enterprise development 5. Project development and delivery in a community setting. 6. Track record of coordination of projects 7. Successful working with partners, community groups and individuals 8. Networking and liaison with representatives from public, private and voluntary sectors. | 1. Knowledge of the wide range of policies linked to Re-Union’s agenda e.g. social inclusion, volunteering, regeneration, community development. 2. Environmental knowledge would be desirable 3. Canal awareness. |
| **Skills and Attributes** | 1. Excellent interpersonal, verbal and written communication skills. 2. Be able to demonstrate leadership qualities 3. Project delivery, organisational and time management skills. 4. Computer literate and experienced with Microsoft Office, booking and finance packages. 5. Knowledge of social media for promotional activities 6. Confident and courteous manner. 7. Self-starter with ability to work on own or as part of a team 8. Approachability and ability to enthuse others. | |
| **Values and Attitudes** | 1. Commitment to professional standards and quality. 2. Commitment to the benefits of community regeneration and engagement as a means of improving the quality of life and well-being of communities and individuals. 3. Commitment to Equal Opportunities and Health & Safety in the workplace. | |
| **Other** | * Flexibility – some evening and weekend work may be required | |

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| **Competency** | **Guidance on approach, knowledge and skills** |
| Entrepreneurial | * Identifies opportunities for income generation * Demonstrates a positive approach to problem solving * Has the drive to follow through on ideas |
| Community Engagement | * Understands the need to engage with communities and include them in decision making * Can demonstrate group facilitation skills * Able to manage expectations that communities may have * Encourages community driven ideas |
| People management | * Manages performance of staff and volunteers/trainees to give of their best * Communicates with the staff and volunteer/trainee team to maintain clear focus, clarity of purpose, roles and responsibilities * Identifies training needs and addresses them |
| Planning and operational management | * Identifies operational problems and finds solutions * Pays attention to detail * Makes the best financial decisions according to Re-Union’s resources * Will meet deadlines * Understands budgets and financial reports and can make operational decisions on the basis of them * Will involve staff and volunteers in forward planning * Will do what it takes to deliver Re-Union’s activities * Will be self-managing |
| Strategic development | * Understands Re-Union’s mission, values and priorities * Can support the development of new projects * Can contribute to a viable long-term plan for Re-Union and the ‘Union Canal Development Trust’ |
| Communication and negotiation | * Writes clear and concise reports * Understands how to prepare effective funding bids * Can speak clearly, confidently and persuasively to stakeholders * Understands how to find win-win situations with others * Maintains effective relationships with stakeholders |
| Leadership | * Can communicate the vision for the Development Trust to others and inspire people to action * Understands the importance of listening to and consulting others * Can develop the respect, loyalty and commitment of all stakeholders |
| Decision-making | * Can judge priorities when making decisions * Able to understand the limits of authority and refer issues appropriately to the Board * Decisions are respected |
| Legal compliance | * Responsible for Re-Union’s compliance with all relevant legislation |