|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| **Education** |  |  |
| * Educated to degree level or demonstrable equivalent experience
 | \* |  |
| * Evidence of Continued Professional Development relevant to the role purpose and level
 |  | \* |
| **Professional Membership** |  |  |
| Registered Member or Associate Member with CLD Standards Council |  | \* |
| **Knowledge and Experience** |  |  |
| * Proven experience of supervising volunteers and staff
* Experienced in delivering group activity
* A good understanding of governance and compliance relevant to a Scottish Charity and Company Limited by Guarantee
* Experience in collecting and collating data, feedback and case studies
* Experience in budget management
* Experience in grant and trust funding applications
* Experience of working collaboratively in multi-agency networks and partnerships
* Experience of utilising and managing a community learning and development approach for social change
* A good understanding of the demographics and geographical area in which Kingsway Community Connections operates
* A good understanding of the key issues and challenges facing the voluntary sector in Glasgow
* A good understanding of the structural causes of inequality, poverty and poor health
* A good understanding of national, city-wide and local policies and strategies to mitigate structural causes
* Experience of conducting operational risk assessments
* Knowledge of utilising management tools to deliver quality organisational performance
 | \*\*\*\*\*\*\*\*\*\*\*\* | \*\* |
| **Skills & Abilities** |  |  |
| * Excellent communication skills. Exceptionally convincing and persuasive written and oral communication skills with the ability to present and convey complex ideas and issues clearly and coherently
* Excellent organisational and planning skills.
* Excellent analytical and problem-solving skills.
* A good level of literacy and skills in social media, video conferencing services such as zoom and software packages; e.g. MS Outlook, Twitter, Facebook, MS Power Point, MS Excel, MS Word, Money Manager.
 | \*\*\*\* |  |
| **Personal Qualities** |  |  |
| * Highly self-motivated and able to work autonomously, take initiative and make decisions
* Ability to bring innovative, creative thinking and fresh ideas to an organisation and it’s operations
* Ability to work flexibly and manage multiple competing deadlines
* Good listener and able to motivate other
 | \*\*\*\* |  |
| **Other** |  |  |
| * Current driving licence and full use of vehicle
* Will be office/home based but will be required to travel
* Ability to work flexible hours to meet the needs of the Organisation
 | \*\* | \* |