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| **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 | \*  \* | \* |