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| **Person Specification**  **Letham4All SCIO Business and Development Manager** | | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Education/Training** | * Relevant degree or post-graduate qualification or equivalent experience   Evidence of continued professional development | NVQ Level 4 Management qualification or equivalent  Community Learning & Development or  Sports Development qualification |
| **Experience /skills** | Knowledge of, or experience of, fundraising within the third or business sectors  A solid understanding of business functions in a charity and their associated regulatory requirements  Experience of partnership working across the public and 3rd sector  Understanding of key elements of project management and evaluation  Fully proficient in the use of Windows Professional and Microsoft Office Suite  Sound understanding of high quality customer service both internally and externally  Extensive experience of working within community development and of the recruitment, retention & supporting volunteers  Extensive experience of securing project and programme funding  Financial competence, including prioritising and targeting resources within approved budgets  Operational understanding of personnel and human resource management functions - Operational understanding of Health and Safety in the work place | An active interest in sport, recreation and physical activity and knowledge and understanding of the Scottish sporting environment  Proven skills in delivering effective marketing and communication strategies including social media  Sound understanding of effective governance within a registered Scottish charity  Sound knowledge of GDPR legislation in Scotland  Experience of drafting business reports and strategic plans  Demonstrable analytical and lateral thinking / problem solving  Ability to drive and current clean driving licence |
| **Competencies** | **Networks and Partnerships**– Ability to establish and maintain strong and lasting partnerships and effective working relationships with all partners, community –and external organisations  **Acting Strategically**– Understanding the bigger picture, focusing on a vision for the future, thinking conceptually and being able to relate own actions to the strategic aims and objectives of the organisation  **Innovations and Change**– Ability to innovate and recognise the need for change and respond effectively and positively  **Behaving ethically**- Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice  **Leadership**– Strong leadership skills, motivating, influencing and supporting others.  **Community focus** - Understanding of own role and its relationship within community, continuously focusing on seeking to exceed expectations  **Acting confidently and taking decisions**- Being assertive and unhesitating in taking the lead and accepting accountability for one’s responsibilities; taking decisions and stating views confidently and succinctly.  **Effective communication**- Willingness to actively listen to others, actively share information and have the ability to express oneself clearly  **Making and meeting commitments**– Executing and achieving what is promised through planning and organising priorities. Monitoring progress to ensure consistently high standards  **Innovative and creative thinking**- Ability to identify opportunities and take action to bring about improvements  **Gaining information effectively**- Proactively using knowledge to facilitate progress and/or assist problem solving | |
| **Values** | Commitment to the aims and objectives of charity  Belief in partnership working  Flexible approach to working  Commitment to equal opportunities  Commitment to healthy and safe working practices | |