|  |
| --- |
| **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 equivalentCommunity 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 evaluationFully 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 volunteersExtensive experience of securing project and programme fundingFinancial competence, including prioritising and targeting resources within approved budgetsOperational 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 plansDemonstrable analytical and lateral thinking / problem solvingAbility 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 charityBelief in partnership workingFlexible approach to workingCommitment to equal opportunities Commitment to healthy and safe working practices |