

PERSONAL SPECIFICATION

Quality	Essential	Desirable
Excellent people skills and experience of managing staff	√	
Capacity to work under pressure and prioritise workloads	√	
Excellent communication and presentation skills	√	
Experience of strategic planning and business planning	√	
Ensure organisation works to contract	√	
Knowledge of tender process		√
Must be able to negotiate effectively		√
Good organisational, administrative and IT skills	√	
Knowledge and understanding of carers and their issues	√	
Ability work on own initiative and as part of a team	√	
Experience in working in the third sector or health or local authority		√
Educated to degree standard		√
Experience of working to budgets and producing financial and management reports	√	
Knowledge of legislation, policies and statutes relating to carers		√
Producing funding applications	√	
A PVG will be required	√	
Excellent problem solving skills	√	
Willingness to work flexible hours. Occasional weekends and evenings		√
Strong personal motivation, leadership skills and ability to motivate others	√	
Must embody the values of the organisation		