**PERSON SPECIFICATION**

**Job Title: Manager, SCOREscotland** Strengthening Communities for Race Equality Scotland – SCOREscotland

**Function: Developing, leading and managing the work and development of the agency**

**Date prepared: December 13, 2021**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
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| **Education and qualifications** | * Recognised professional qualification
* Degree level education
 | * Leadership/management qualification
* Financial Management qualification
 | * Application form
* Sight of qualifications
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| **Experience and knowledge** | * Project Leadership and Management
* Experience of writing fund-raising applications and meeting with funders
* Experience of financial management
* Experience of report writing for funders
* Experience of staff supervision
* Knowledge of evaluation methods
* Experience of strategic leadership
 | * Experience of working in the voluntary sector
* Knowledge of individual and group work interventions with children, young people and their families
* Knowledge of the barriers faced by BAME individuals and groups, and by those living in poverty
 | * Application form
* Interview
* References
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| **Skills and Abilities**  | * + Ability to lead & support others to maximise their potential
	+ Ability to demonstrate a positive public ‘face’ of the organisation
	+ Ability to influence decision-making bodies in relation to BAME issues
	+ Ability to collaborate with various organisations on issues impacting on BAME communities
	+ Ability to communicate effectively verbally and in writing
 | * + Experience in forward financial budgeting
	+ Confidence in electronic communication
	+ Experience in challenging Racism
 | * + Application form
	+ Interview
	+ References
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| **Personal Qualities and Attitudes** | * Strong ethical commitment to the aims and values of SCOREscotland
* Ability to act in a role which is supportive of the ethos and aims of SCOREscotland
* Ability to work as a team member, and in collaboration with colleagues
* Commitment to anti-oppressive practice
 | * + Ability to inspire others
 | * + Application form
	+ Interview
	+ References
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