**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 |
| **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 |
| **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 |
| **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 |