

Development and Funding Manager

PERSON SPECIFICATION

You should complete your application form bearing in mind it will be scored against all the elements below.

If you are unable to directly meet any of the criteria, please explain more about any transferrable skills you have that you think would be suitable to this role. It is important to give us as much information as possible about your skill set.

Any or all of the elements could be discussed further at interview stage

CRITERIA		Essential	Desirable
QUALIFICATION	Relevant degree or recognised qualifications in social work, health, advice work, Business qualifications and/or other relevant profession. (eg NVQ Level 4/5)	Y	
	Or: Able to demonstrate over 3 years' experience in a managerial role relevant to the requirements and skills of this position.		
	Minimum 3 years of managing staff teams.		Y
	Experience of writing funding applications including Tenders/Contracts as well as grants from foundations and trusts -	y	
EXPERIENCE	Experience of managing and supporting change; able to demonstrate the process used to develop service change and improvement.	Y	
	Considerable experience of providing line management, supervisions and support to staff and an understanding of personnel issues.	Y	
	Experience of working within the community, including the essential requirements of community engagement, co-production and understanding of need	Y	
	An understanding of the issues affecting carers / other disadvantaged groups	Y	
	Experience in project management (eg: implementing, setting objectives, financial and activity, monitoring, evaluating and reporting)	Y	

	An understanding of, and the ability to produce robust contractual, performance and monitoring documents for funders	Y	
	Experience of partnership work and constructive liaison with relevant voluntary/statutory organisations and professional groups	Y	
	Evidence of success in promoting equality and diversity, evaluating service quality and understanding of legislation relating to vulnerable groups		Y
	Understanding of the need and how to build and promote positive relationships – funders and partners	Y	
	Ability to work to tight timescales, priorities conflicting workloads and delegates tasks as appropriate	Y	
	Knowledge and experience of Safeguarding reporting and supporting staff with safeguarding issues		y
SKILLS AND KNOWLEDGE	Excellent verbal and written communication skills and able to present information appropriately in an engaging manner to different audiences.	Y	
	Problem solving skills to provide integrated solutions to complex organisational problems	Y	
	Demonstrable knowledge and understanding of services and legislation of relevance to carers and people with disabilities		Y
	Supervision and appraisals skills and able to support staff through different issues – wellbeing both physical and emotional.	Y	
	Excellent interpersonal skills, able to lead and work as part of a team, building positive relationships with staff, colleagues, stakeholders and understanding of issues in working with volunteers.	Y	
	Demonstrable understanding of the benefits system and particularly of the benefits relevant to carers and people with disabilities		Y
	Fundraising and bid writing experience - able to create ideas and set up and deliver fundraising events, which helps to raise awareness of the charity but also provide income generation	Y	
	A good knowledge of IT and social media platforms	Y	
	Ability and willingness to work flexible hours (occasional evenings / weekends)	Y	
	Ability to be creative, resourceful and dynamic, often working at pace, in order to maximise opportunities and partnerships for the organisation	Y	

PERSONAL ATTRIBUTES	Self-motivated, enthusiastic, good sense of humour and empathy, with the ability to work on own initiative and part of the team.	Y	
	Ability to work to tight timescales and under pressure.	Y	
	Clean, valid driving licence and the ability and willingness to travel across all area's independently by car. (travel expenses will be paid).	Y	