

**PERSON SPECIFICATION**

**POST: Head of Development, Fundraising and Communications**

No	Item	Essential Desirable	Method of Assessment
<b>1</b>	<b>Qualifications/Experience</b>		
	Level 4 or above business qualification	D	App Form
	Managing business and project development experience.	E	App Form Interview
	Developing communication strategy experience.	E	App Form Interview
	Project management experience on projects of varying scale.	E	App Form Interview
	Success in securing and delivering third sector grant funding and public sector funding.	E	App Form Interview
<b>2</b>	<b>Interpersonal Skills:</b>		
	Ability to enthuse and motivate others, guiding and coaching them in accomplishing tasks	E	Interview
	Ability to work collaboratively, including negotiation with external bodies, showing flexibility in dealing with others.	E	App Form Interview
	Understanding of and empathy with the needs and aspirations of different groups of older people	D	App Form Interview
	Ability to produce and promote creative solutions and to think outside the box.	E	Interview
<b>3</b>	<b>Professional Knowledge and Experience</b>		
	Knowledge and experience of voluntary sector management	E	App Form
	Experience of managing teams and volunteers	D	Interview
<b>4</b>	<b>Other Requirements</b>		
	Understanding of and empathy with the differing needs and aspirations of different ages and groups of older people.	E	Interview
	Commitment to promoting Equality, Diversity and Inclusion within the charity	E	Interview
	IT literate	E	App Form
	Able to travel between different sites	E	Interview
	Ability to work flexibly, including occasional evenings and weekends	E	Interview