



**Person Specification – Hull CVS Services & Sector Development Lead**

| Requirement           | Essential  | Desirable  |
|-----------------------|--|--|
| 1. Skills & Abilities | <ul style="list-style-type: none"> <li>• Strong networking and relationship building skills.</li> <li>• Focussed and well organised and capable of prioritising and planning their own and an organisation’s workload.</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• IT literate and numerate with the ability to produce professional reports and documents.</li> <li>• Ability to analyse and collate different types of data.</li> <li>• Good interpersonal skills with the ability to communicate effectively with a wide range of people.</li> <li>• Ability to support colleagues and delegate workplans.</li> <li>• A calm, professional and positive approach with a focus on customer service delivery and quality.</li> <li>• A flexible, creative and solution focused approach.</li> <li>• Be flexible, proactive and adaptive to the demands of the role.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to engage and influence up to senior level.</li> <li>• An ability to think strategically and convert in to deliverable workplans.</li> <li>•</li> </ul> |

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|----------------------------------|--|---|
| 2. Qualifications/<br>Experience | <ul style="list-style-type: none"> <li>• Transferable experience of undertaking a capacity building/developmental role.</li> <li>• Evidence of confidence in delivering training or presentations.</li> <li>• Experience of setting up or working to monitoring and evaluation systems.</li> </ul>   | <ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• Project management qualification.</li> <li>• Previous experience of working within VCS sector.</li> <li>• Experience of marketing/communications.</li> </ul>  |
| 3. Knowledge                     | <ul style="list-style-type: none"> <li>• Knowledge of the Voluntary and Community Sector.</li> <li>• Willingness to undertake training and proactively seek to increase self-knowledge to fulfil the role.</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of good practice relating to the management of VCS organisations.</li> <li>• Knowledge of Charity law &amp; Structures.</li> <li>• Understanding of organisational policies and procedures.</li> <li>• Knowledge of social, economic and political environment within which the voluntary and community sector operates in.</li> </ul> |
| 4. Personal qualities            | <ul style="list-style-type: none"> <li>• A motivator, with passion and energy.</li> <li>• Commitment to team working.</li> <li>• Clean driving licence with access to a vehicle.</li> <li>• Willingness to travel across Hull.</li> <li>• Flexibility to work outside normal hours occasionally and to work at other sites.</li> <li>• DBS check will be required</li> <li>• An understanding of Equal Opportunities and an ability to implement this ethos in a practical non judgemental way throughout your work.</li> <li>• Commitment to promoting equality and diversity.</li> </ul> |   |

