



**ALL HULL CVS & MNH EMPLOYEES ARE EXPECTED TO:**

- Lead by example, present a positive ‘can-do’ attitude and take personal responsibility for your own actions.
- Work within the performance framework of the charity and live the values of Hull CVS & MNH, contributing to a culture of high performance, continuous improvement and an ethos of driving positive change.
- Represent and promote the Group positively and effectively in all dealings with internal colleagues and external partners.
- Comply with all policies, procedures, and codes of conduct, and commitment to Equity, Diversity & Inclusion.

Person Specification – Head of Development		
Requirement	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> <li>• Self starter with ability to hit the ground running with new projects.</li> <li>• Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders- at all levels and from all sectors.</li> <li>• The ability to cope with multiple demands and deadlines, to work fast in an organised way and to a consistently high standard.</li> <li>• Ability to motivate and train a team, ensuring best practice is followed and systems are used correctly.</li> <li>• Proven to be calm, composed and professional when under pressure.</li> <li>• Be flexible, proactive and adaptive to the demands of the role.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Fast learner with ability to research and find solutions on own initiative.</li> <li>• IT literate and numerate.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• 3+ years working at management/senior level.</li> <li>• Experience of project development or delivery.</li> <li>• Experience working with external stakeholders and partners, e.g. contracts, service agreements, commissioning.</li> <li>• Experience of operational management &amp; line management responsibility for varied staff teams.</li> <li>• Experience of working with a range of people from various backgrounds.</li> <li>• Experience of reporting on outputs/outcomes/delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing budgets.</li> <li>• Experience in a governance function.</li> <li>• Experience of delivering training.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the VCSE sector.</li> <li>• Knowledge of social, economic and political environment within which the voluntary and community sector operates in.</li> <li>• Understanding of organisational policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Quality accreditation and CRM systems specific to the VCSE sector.</li> <li>• Knowledge of good practice relating to the management of VCSE organisations.</li> <li>• Knowledge of Charity law &amp; Structures.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• GCSE A-C in English and Maths (or equivalent).</li> <li>• Qualifications in a related field at Level 5 are advantageous but not essential and relevant experience will also be considered.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Can demonstrate how you hold attention to detail, accountability and integrity in high regard.</li> <li>• Resilient.</li> <li>• Trust worthy and reliable.</li> <li>• Altruistic by nature.</li> <li>• Compassionate and humble.</li> <li>• Willingness to undertake training and proactively seek to</li> </ul>	

	increase self-knowledge to fulfil the role.	
Other	<ul style="list-style-type: none"><li>• Willingness and ability to travel timely and efficiently locally, regionally and nationally.</li><li>• Flexibility to work outside normal hours occasionally and to work at other sites.</li><li>• Understanding of need to maintain confidentiality.</li></ul>	