

Person Specification – Manager

CRITERIA	ESSENTIAL	DESIRABLE
Experience and knowledge	<p>Recent management experience Experience of financial planning Knowledge of safeguarding and the protection of vulnerable adults and children. Knowledge of the Data Protection Act. Experience of managing staff</p>	<p>Understanding of the voluntary sector or work of a charity Previous work with volunteers, including recruitment and training. Understanding databases and how they can be adapted and updated as needed. Experience of grant application / fundraising</p>
Ability and Skills	<p>Experience in report writing, bid submission and analytical skills Ability to analyse and present statistical information Good communication, listening and organisation skills Presentation skills and able to speak in public Good time management skills Ability to use initiative and common sense Capacity for empathy and understanding of older people's needs Understanding of confidentiality Able to prepare and update VA's policies and procedures Demonstrate effective IT skills using Microsoft office and outlook</p>	
Qualifications	<p>Educated to degree level standard or can demonstrate equivalent work experience</p>	
Health and Safety	<p>Ability to take on a clear understanding and a commitment to Health and Safety and to undertake any appropriate training Apply this to staff, volunteers and service users</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	
Mobility	<p>Car driver/owner and access to a car Able to work in Oundle office, although some home working is possible Able to work flexible hours as required</p>	

