

## **Person Specification, Executive Manager, CVCLT**

### ***Experience***

#### **Essential**

1. Significant experience of organisational business development in the voluntary or public sector
2. Experience of balancing the need for income generation, with commitment to the charitable and not-for-profit purpose of an organisation

#### **Desirable**

Experience in one or more of the following:

1. project management; community engagement; marketing and communication; fund-raising and grant applications; procurement of goods and services
2. Experience of the social housing sector
3. Experience of charity governance
4. Experience of a significant capital project development

### ***Skills and abilities***

#### **Essential**

1. Able to work alone and to think, act and plan strategically in a complex environment
2. Able to understand cash flow projections and budgets, including ability to identify key financial data
3. High-level written and oral communication skills appropriate for a range of people and media
4. Able to master financial, legal and technical details quickly
5. Good IT skills including ability to use MS Word and Excel
6. A methodical approach with attention to detail and time management skills

#### **Desirable**

1. Budget planning and setting
2. Knowledge of databases, data control and data security

### ***Personal attributes***

#### **Essential**

1. An understanding of and commitment to equality, diversity and inclusion.

2. A commitment to strengthening and developing community engagement and cohesion
3. A commitment to environmental sustainability
4. High levels of motivation; able to inspire others and work with diverse teams; able to take personal responsibility for making things happen
5. Able to show adaptability and flexibility, including willingness to work occasional evenings and weekends