**Development Manager**

**Person Specification**

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| Job Title: Development Manager | | | |
| **Attributes** | **Relevant Criteria** | **How Identified** | **Rank** |
| Relevant experience | Experience of positively promoting a small charity | Written application/interview | Essential |
|  | Proven ability to communicate with a variety of audiences at local and national level | Written application/interview | Essential |
|  | Awareness of and adherence to the legal frameworks required for charities and small businesses | Written application/interview | Essential |
|  | Awareness of and adherence to the principles of General Data Protection Regulations | Written application/interview | Essential |
|  | Compliance with legislation on fundraising | Written application/interview | Essential |
|  | Experience of generating significant income from small and major trusts/funding bodies/government bodies and through a tendering process | Written application/interview | Essential |
|  | In-depth knowledge of appropriate potential funders | Written application/interview | Essential |
|  | Networks and builds relationships with potential funders | Written application/interview | Essential |
|  | Experience of income generation through legacy fundraising, philanthropic and corporate giving | Written application/interview | Desirable |
|  | Experience and expertise of successful bid writing for organisations supporting women and children who have experienced domestic abuse or sexual violence | Written application/interview | Desirable |
|  | Experience of working within a team of a small/medium sized charity | Written application/interview | Essential |
| Education & Training | Educated to a minimum GCSE English standard – (Grade 4 or above/equivalent) | Written application | Essential |
|  | Educated to degree standard or equivalent | Written application | Desirable |
|  | Up-to-date safeguarding training | Written application | Desirable |
|  | Equality and diversity training | Written application | Desirable |
|  | Willingness to undertake any relevant training or participate in forums as recommended by the CEO or board | Written application/interview | Essential |
| General & Special Knowledge | An understanding and empathy with the issues relating to women and children who have experienced domestic abuse and/or trauma | Written application/interview | Essential |
|  | Knowledge of how the voluntary sector operates | Written application/interview | Desirable |
| Skills, Qualities & Abilities | An excellent communicator at all levels | Written application/interview | Essential |
|  | Experience of working with service users | Written application/interview | Desirable |
|  | Respectful team player working with service users, staff, volunteers and the board | Interview | Essential |
|  | Ability to work to deadlines | Written application/interview | Essential |
|  | Excellent IT skills – Word, Powerpoint, email, internet, social media, Excel, databases | Written application/interview | Essential |
|  | Creative thinker with excellent attention to detail | Written application/interview | Essential |
|  | An understanding of and ability to practice confidentiality | Written application/interview | Essential |
|  | Excellent literacy and numeracy skills | Written application/interview | Essential |
|  | Commitment to and understanding of the principles of equality and diversity | Written application/interview | Essential |
|  | Calm and professional manner with the ability to act with tact, kindness and diplomacy | Written application/interview | Essential |
|  | Represent the purpose and values of WCWA to local and national communities | Interview | Essential |

In order to be shortlisted, you must demonstrate that you meet **all** the essential criteria as a minimum.