



## 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> <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 stakeholdersat 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> <li>Fast learner with ability to research and find solutions on own initiative.</li> <li>IT literate and numerate.</li> </ul>	
Experience	<ul> <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> <li>Experience of managing budgets.</li> <li>Experience in a governance function.</li> <li>Experience of delivering training.</li> </ul>
Knowledge	<ul> <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> <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> <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> <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> <li>Willingness and ability to travel timely and efficiently locally, regionally and nationally.</li> </ul>	
	<ul> <li>Flexibility to work outside normal hours occasionally and to work at other sites.</li> </ul>	
	<ul> <li>Understanding of need to maintain confidentiality.</li> </ul>	