

Person Specification – Charity Director

(Key: E - Essential, D - Desirable, A - Application and I - Interview)

	E	D	A	I
Experience				
Significant experience in Senior management role	•		•	
Demonstrable experience of different fundraising sources	•		•	
Demonstrable experience of financial management	•		•	
Demonstrable experience of managing a staff team	•		•	
Understanding of marketing and communications in a charity sector context.	•			
Experience of working in the voluntary sector	•		•	
Knowledge				
Understanding of Charity Commission legal framework	•		•	
Understanding of Equal Opportunities policy and practice	•		•	
Understanding of Employment law	•		•	
Understanding of GDPR	•		•	
Understanding of Children’s Safeguarding		•	•	
Understanding of Bereavement theory and best practice		•	•	
Knowledge of key networks in Surrey and surrounds		•	•	
Skills and abilities				
Ability to inspire and lead an organisation	•			•
Excellent interpersonal, collaboration, oral and written communication skills	•		•	•
Excellent IT skills	•		•	•
Ability to think and plan strategically	•			•
Ability to work effectively and engage with a wide range of stakeholders	•		•	•
Strong negotiation skills	•			•
Values and behaviours				
Considerate, honest, trustworthy, professional, have integrity and respect, responsible and be accountable	•			•
Compassionate and understanding of issues relating to bereavement	•			•