

**Infrastructure and Development Officer**  
**Person Specification**  
**March 2024**

<b>Essential</b>		<b>Desirable</b>
<b>Knowledge and Experience</b>	1. Knowledge of the race equality issues and barriers faced by the BME sector e.g. discrimination in allocating funds and impact of underfunding	Experience of work in a BME organisation or relevant work in another organisation
	2. Knowledge of individual BME organisational development needs and ability to add to this through consultation	Experience of project and budget management
	3. Knowledge of how to run effective outreach and consultation services	Experience of outreach and consultation; Knowledge of charity law and guidance
	4. Knowledge of project and budget management	Experience of project management
	5. Knowledge of equality, diversity and inclusion and understanding of effective EDI practice	
	6. Knowledge of monitoring and evaluation and ability to adapt this as required to effectively gain relevant BME feedback for V4CE and funders	
	7. Knowledge of diverse learning approaches and ability to adapt resources for this	
	8. Knowledge to help BME organisations access relevant resources and implement good financial management	Knowledge of social enterprise, social investment and grant making
<b>Skills</b>	9. Good communication skills – both written and verbal; ability to deliver effective presentations and to communicate well with a wide range of people from diverse backgrounds	Experience of relevant infrastructure or development work
	10. Ability to analyse, synthesise and communicate in a clear manner, including complex matters	
	11. Skills to support organisations and people to develop their capacity and to enable best practice	
	12. Ability to plan and deliver training, advice and support sessions; ability to aid development work by developing tools and templates suitable for groups at different stages of development	
	13. Ability to work well in a team as well as alone; judgement to know when to refer to the manager or consult the team	

	Essential	Desirable
	14. Ability to set up tools and techniques to capture learning and impact of work and to make recommendations for the future development of the sector	
	15. Ability to prioritise well and work in a busy and challenging environment	
	16. Ability to produce clear and comprehensive reports for different audiences according to specified deadlines	
	17. Good numerical skills to be able to extrapolate necessary financial information for reports	
	18. Monitoring and evaluation skills to assess performance of organisations supported	
	19. Advanced IT skills especially with regard to word processing, presentations, database and spreadsheets	
	20. Ability to work with the full V4CE team particularly round policy, marketing and communication	
	21. Relationship building ability to be able to develop and implement formal and informal partnership work to benefit V4CE and the sector	
<b>Attitude</b>	22. Efficient, self-motivated, assertive and proactive, with good organisational and presentation skills;	
	23. Empathetic, tactful; able to relate to people and organisations of all backgrounds and with different needs while keeping to professional boundaries	
	24. Responsible attitude to ensure support to and development of organisations is carried out effectively and reliably according to specified timetables	
	25. Tidy, precise and conscientious approach to record keeping and the production of reports	