**The Advocacy Project Person Specification**

 **Business Director**

|  |  |  |
| --- | --- | --- |
| **OPERATIONS MANAGER** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS & MEMBERSHIP OF PROFESSIONAL BODIES**  | * Minimum qualification to SCQF level 7 or equivalent
 | * Management qualification (SVQ level 4, ILM etc.)
* Education to degree level in associated discipline (Law, social studies, mental health)
* CIPD or equivalent
* Financial management/ accounting
 |
| **EXPERIENCE** | * Organisational management
* Business Development – both internal and external
* Demonstrate leadership capability in line with strategic business goals
* Negotiating service development and financial proposals to external stakeholders
* Organisational governance & charities law
* Public procurement processes
* Effective partnership working within the sector and beyond
* Line management responsibility
* Financial management
 | * Working within the field of independent advocacy and / or Social Care.
* Quality assurance systems
* Accountability to voluntary Board of Directors
* Managing, delivering and negotiating contracted services
* HR at operational and strategic level
* Preparation and delivery of final accounts
 |
| **SKILLS & ATTRIBUTES** | * Excellent written and oral communication
* Excellent numeracy skills
* Excellent planning and organisational skills
* IT efficient with the ability to apply effective systems.
* Ability to present on behalf of the organisation at all levels
* Ability to work under pressure with complete autonomy
* Ability to work to strict deadlines
* Ability to work with conflicting priorities and deliver
* Ability to interpret data, communicate it in a coherent way
* Ability to promote and represent the organisation
* Ability to contribute to an executive management team
* Ability to demonstrate a positive approach to problem solving
* Ability to delegate appropriately
* Ability to manage change
* Effective time management
 | * Ability to conduct procedural investigations
 |
| **VALUES & ATTITUDES** | * A demonstrated commitment to equality and human rights
* Commitment to, and understanding of, the value of independent advocacy to the people who access it and the wider society
* A commitment to ensuring that clients, staff and volunteers are valued, supported and respected
 | * An understanding of the principles, standards and benefits of independent advocacy.
 |
| **KNOWLEDGE** | * An understanding of the issues/barriers affecting vulnerable individuals
* Knowledge and understanding in organisational management within the 3rd Sector
* Understanding of employment law
* Understanding of statutory sector structures
* An understanding of local and national political structures
* Finance Delivery
* Budget preparation and management.
 | * Understanding of equalities and a rights based approach to work.
* An up to date knowledge of the Professional Practice Award in Advocacy and its roll out externally.
 |