**The Advocacy Project Person Specification**

**Business Director**

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| **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. |