

Person Specification



St Cuthbert's Hospice

Making every day count since 1988

Post Title		Grade	Department	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	Educated to degree level. Demonstrates continued professional development of relevance to the post.	Application Form Application Form	Post-graduate diploma in Governance, Finance, HR or Masters degree. Membership of relevant professional body.	Application Form Application Form
Experience	Leadership and motivation of a multidisciplinary team. Significant senior administration experience in a finance and/or human resources and/or corporate / charity governance function. Managing staffing resources and financial budgets. Working at a strategic level in a similarsized organisation or larger. Managing change. Strong commercial acumen.	Application form / interview Application form / interview Application form Application form Interview Interview	Working with volunteers. Working with or being accountable to Trustees. Working in a health and/or social care setting Experience using digital methods to support systems and processes. Experience using databases. Organisationd development and improvement methodologies	Application form Application form Application form

<p>Skills and Knowledge</p>	<p>Advanced communication, interpersonal and presentation skills, both written and oral. Able to develop and implement clear, compelling strategies and plans based upon research and the gathering and presentation of a wide range of information and data. Innovative and entrepreneurial thinking. Ability to collaborate well and develop effective partnerships. Excellent organisational skills of self and others. Able to work autonomously. Competent in use of ICT, including MS Office. Knowledge of how to draft a business case and achieve stakeholder support. Project Management. Strong negotiating and influencing skills. Data protection legislation. Health and Safety legislation.</p>	<p>Interview</p>	<p>Charity and hospice sector. CRM systems. Income generation tools and techniques.</p>	<p>Application form</p>
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