

Personnel Specification

Home-Start Aberdeen General Manager

Knowledge Skills and Abilities

Essential

Confidence and ability to lead effectively both during periods of change and of consolidation.

Strong understanding of the current third sector funding landscape and evidence of successfully developing opportunities to obtain new funding sources.

Ability to make and maintain appropriate working relationships, professional networks and associations to maximise opportunities for funding and development.

Ability to translate strategy into operational plans, ensuring both delivery and high quality services.

Knowledge of operational and financial planning.

Ability to be creative in generating ideas and to interpret research findings in a policy and practical context, using these to create development opportunities.

Proven skills in identifying practical problems, developing options and making decisions.

Ability to determine priorities and work under pressure on different fronts simultaneously while delegating appropriately.

Ability to write clear, understandable and reasoned reports for a variety of audiences.

Highly articulate and able to present Home-Start Aberdeen persuasively and influence the decisions of others at every level.

Able to make effective presentations to a range of professional and social audiences of varying sizes and composition.

Ability to communicate effectively through a variety of media.

Able to create and maintain excellent working relationships internally with trustees, staff and volunteers and externally with public sector bodies and other organisations.

Ability to make decisions whilst maintaining an appropriate level of compassion and empathy.

IT literate.

Knowledge Skills and Abilities

Desirable

Knowledge of current social policy affecting young families and the ability to analyse and interpret policies in the context of Home-Start Aberdeen.

Knowledge of the methods used to support families.

Knowledge of the voluntary sector governance structures.

EXPERIENCE

Essential

Proven experience of leadership at a senior level.

Experience of diversifying funding, identifying and assessing new fundraising options and generating income from a variety of sources.

Experience of successful change management.

Experience of lobbying, forming alliances and successfully influencing local government and other public sector and external organisations.

Experience of developing effective networks with local government, statutory and other voluntary organisations.

Experience of working with a variety of media to promote an organisation or an issue.

Desirable

Experience of working with children and families.

Experience of volunteering or working with volunteers.

Experience of working in a setting providing services to vulnerable people.

Experience of working with partners to develop effective joint ventures which enhance service delivery opportunities.

Experience of managing social enterprise initiatives.