

Voluntary Action Luton

PERSON SPECIFICATION – Funding & Development Officer

SKILLS AND ABILITIES	Essential/ Desirable
Experience of organising workshops / training events etc	E
Excellent communication & organisational skill	E
Ability to develop effective working relationships with a diverse range of people at all levels, both internally and externally	E
Ability to work proactively	E
Excellent written communication skills with good attention to detail	E
Ability to manage own time and meet deadlines	E
Ability to work within partnerships as a provider, as a partner & as a lead agency	D
Ability to develop & provide monitoring and evaluation reports	E
Good IT skills (Microsoft word, Excel and database packages)	E
Ability to attend evening and occasional weekend meetings	E
KNOWLEDGE	
Extensive knowledge of Third Sector organisation formations and understanding of management responsibilities	E
A demonstrable track record of capacity building work with Third Sector organisations/groups	E
A demonstrable track record of supporting Third Sector organisations to develop their quality standards i.e. PQASSO, MATRIX	D
Knowledge of the issues facing Third Sector organisations	E
Knowledge of the legal requirements affecting charitable companies	D
Knowledge for working with 'hard to reach' groups	D
Understanding of the role of a Local Infrastructure Organisation	D
Understanding and commitment to equal opportunity issues and practice	E
EXPERIENCE	
Experience of developing funding strategies	D
Experience of inter-agency/partnership working	D
Experience in developing and maintaining a website	D
Experience of project development and management	E
Experience of promoting within the Third Sector	D
Experience of working with a variety of forums	D
OTHER ATTRIBUTES	
Educational attainment to Degree or similar demonstrable level of ability	D
Willing to continue to learn and improve to keep skills up to date	E
Good physical fitness	E