

## Development Manager Person Specification

Job Title: Development Manager			
Attributes	Relevant Criteria	How Identified	Rank
Relevant experience	Experience of positively promoting a small charity	Written application/interview	Essential
	Proven ability to communicate with a variety of audiences at local and national level	Written application/interview	Essential
	Awareness of and adherence to the legal frameworks required for charities and small businesses	Written application/interview	Essential
	Awareness of and adherence to the principles of General Data Protection Regulations	Written application/interview	Essential
	Compliance with legislation on fundraising	Written application/interview	Essential
	Experience of generating significant income from small and major trusts/funding bodies/government bodies and through a tendering process	Written application/interview	Essential
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	In-depth knowledge of appropriate potential funders		
	Networks and builds relationships with potential funders	Written application/interview	Essential
	Experience of income generation through legacy fundraising, philanthropic and corporate giving	Written application/interview	Desirable
	Experience and expertise of successful bid writing for organisations supporting women and children who have experienced domestic abuse or sexual violence	Written application/interview	Desirable
	Experience of working within a team of a small/medium sized charity	Written application/interview	Essential
Education & Training	Educated to a minimum GCSE English standard – (Grade 4 or above/equivalent)	Written application	Essential
	Educated to degree standard or equivalent	Written application	Desirable
	Up-to-date safeguarding training	Written application	Desirable





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	<p>Equality and diversity training</p> <p>Willingness to undertake any relevant training or participate in forums as recommended by the CEO or board</p>	<p>Written application</p> <p>Written application/interview</p>	<p>Desirable</p> <p>Essential</p>
<p>General &amp; Special Knowledge</p>	<p>An understanding and empathy with the issues relating to women and children who have experienced domestic abuse and/or trauma</p> <p>Knowledge of how the voluntary sector operates</p>	<p>Written application/interview</p> <p>Written application/interview</p>	<p>Essential</p> <p>Desirable</p>
<p>Skills, Qualities &amp; Abilities</p>	<p>An excellent communicator at all levels</p> <p>Experience of working with service users</p> <p>Respectful team player working with service users, staff, volunteers and the board</p> <p>Ability to work to deadlines</p>	<p>Written application/interview</p> <p>Written application/interview</p> <p>Interview</p> <p>Written application/interview</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>





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	Excellent IT skills – Word, Powerpoint, email, internet, social media, Excel, databases	Written application/interview	
	Creative thinker with excellent attention to detail	Written application/interview	Essential
	An understanding of and ability to practice confidentiality	Written application/interview	Essential
	Excellent literacy and numeracy skills	Written application/interview	Essential
	Commitment to and understanding of the principles of equality and diversity	Written application/interview	Essential
	Calm and professional manner with the ability to act with tact, kindness and diplomacy	Written application/interview	Essential
	Represent the purpose and values of WCWA to local and national communities	Interview	Essential

In order to be shortlisted, you must demonstrate that you meet all the essential criteria as a minimum.

