



Person Specification

Competencies

Essential

Desirable

Qualifications

Appropriate Degree or equivalent qualification
Management Qualification

Experience

. at director/ senior management level

.of staff Management, including appraisal, supervision & training

.of financial management

.of collaborative working across the third sector, public sector with professional practitioners and commissioners

.of being spokesperson and representative for an organisation at local and national level

.of tender preparation and contractual performance management

.of budget preparation and monitoring

.good understanding of HR, Health & Safety and Quality Assurance

3 years experience at Management/director level

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understanding of the Housing Support Grant system and related funding streams of Housing and Homeless sector of working with the Housing(Wales)Act 2014 and other related legislation

Aptitudes

Articulate with effective communication skills both written and oral

IT Competent

Highly organised and able to manage conflicting job demands

Microsoft Outlook, Word, Excel, Powerpoint

Personal Qualities

Positive, professional and willing

Flexible to meet the needs of the organisation

Professional appearance

full driving licence and car available for work

Languages

English

to be comfortable with everyday Welsh conversation specifically in relationship to your job