

ACE Charity Manager – Application Form

Introduction: Briefly outline your previous experience and what skills and knowledge would make you the best candidate for this role.

Person Specifications: Briefly outline how your knowledge and experience fulfils each required specification

Qualifications and/or work experience: Degree level in a related area of study in management or related subjects OR Significant, relevant experience. Qualification or significant experience in mental health subjects.

Knowledge and Experience: Experience in a management position including management of people. Line and team management, including overseeing caseloads and performance. Implementing professional boundaries, safeguarding and GDPR best practice.

Skills, Ability & Competencies: HR management skills, including recruitment and induction of staff

Knowledge and Experience: Managing projects or services in health, voluntary or council sectors involving multi-agency partnerships. Experience in delivering strategic and operational plans. Using databases and analysing data to inform practice. Experience in managing projects, achieving targets and adhering to budgets. Experience in meeting and reporting on required quality standards.

Knowledge and Experience: Understanding of corporate finances, PR, policies, procedures and risk. Knowledge of risk management and experience in conducting operational risk assessments.

Skills, Ability & Competencies: Competent in the implementation and maintenance of Policy and Procedures

Knowledge and Experience: Experience of maintaining and building new relationships with key partners and stakeholders. Experience in managing and delivering fundraising activities.

Skills, Ability & Competencies: Ability to identify and support writing funding bids. Ability to use monitoring systems for completion of accurate reports to demonstrate impact.

Personal Attributes: Resilient and committed to promoting mental wellbeing for all