

ACE Charity Manager – Person Specifications

PERSON SPECIFICATION	ESSENTIAL or DESIRABLE	ASSESSMENT METHOD
Qualifications and/or Work Experience		
Degree level in a related area of study in management or related subjects OR Significant, relevant experience	Essential	Application
Qualification or significant experience in mental health subjects	Desirable	Application
Knowledge and Experience		
Experience in a management position including management of people	Essential	Application Interview
Managing projects or services in health, voluntary or council sectors involving multi-agency partnerships	Essential	Application Interview
Experience in delivering strategic and operational plans	Essential	Application Interview
Using databases and analysing data to inform practice	Desirable	Application Interview
Understanding of corporate finances, PR, policies, procedures and risk	Essential	Application Interview
Experience in managing projects, achieving targets and adhering to budgets	Essential	Application Interview
Experience in meeting and reporting on required quality standards	Desirable	Application
Line and team management, including overseeing caseloads and performance	Essential	Application Interview
Implementing professional boundaries, safeguarding and GDPR best practice	Essential	Application Interview
Knowledge of risk management and experience in conduction operational risk assessments	Essential	Application
Experience of maintaining and building new relationships with key partners and stakeholders	Essential	Application
Experience in managing and delivering fundraising activities	Desirable	Application Interview
Skills, Abilities & Competencies		
Exemplary communication skills; able to engage, inspire and motivate a range of audiences	Essential	Interview
Working both independently and in collaboration with others	Essential	Interview
Ability to use monitoring systems for completion of accurate reports to demonstrate impact	Essential	Application
Ability to manage demands and deliver results	Essential	Interview
HR management skills, including recruitment and induction of staff	Essential	Application
Ability to identify and support writing funding bids	Desirable	Application Interview

Competent in the adequate use and provision of limited resources for the delivery of service	Essential	Interview
Competent in the implementation and maintenance of Policy and Procedures	Essential	Application
Personal Attributes		
Excellent office IT skills (Microsoft Office 365, including Excel) and the ability to learn new software packages, including video conferencing platforms	Essential	Interview
Positive attitude, self-motivated and inclusive	Essential	Interview
Resilient and committed to promoting mental wellbeing for all	Essential	Application
A demonstrable personal commitment to equal, diversity and inclusion; and challenging discrimination	Essential	Interview
Application		
<p>If you would like to discuss the job before applying, contact Sally Temple, Operations Director email: sally.temple@a-c-e.org.uk</p> <p>The deadline for applications is 5pm on Friday 22nd April</p> <p>Email your completed application form to admin@a-c-e.org.uk Please do not convert your form to a PDF, otherwise it will not be possible for us to remove the identifying information before sending your application to the recruitment panel.</p> <p>Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.</p> <p>Interviews will be held on the evenings of 27th and 28th April so please keep this date free as alternative dates cannot be offered.</p> <p>If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.</p> <p>Achieve, Change and Engagement is committed to equal opportunities. This post is subject to an enhanced disclosure check via DBS.</p>		