

## Business & Development Manager

Competency	Role Specification	Evidence/demonstration of meeting specification	Essential/Desirable
1. Qualifications/ Education	Level 5* qualification or equivalent relevant professional qualification	Application, Certificates	Essential
	Evidence of Continuing Professional development	Application, Certificates	Essential
	Driving Licence		Desirable
2. Knowledge and Experience	Experience of staff management, planning staff training and development, maintaining staff employment and CPD files.	Application, Interview	Essential
	Experience of monitoring and managing budgets	Application, Interview	Essential
	Experience of managing procurement, expenditure and income collection systems	Application, Interview	Essential
	Experience of developing and maintaining manual and electronic records systems	Application, Interview	Essential
	Knowledge of the range of marketing techniques available	Application, Interview	Essential
	Experience of deploying high-level administrative skills with the ability to multi-task	Application, Interview	Essential
	Experience of working with Volunteers	Application, Interview	Desirable
	Experience of managing facilities	Application, Interview	Desirable
	Experience of developing and monitoring grant applications	Application, Interview	Desirable

	Experience of working with disabled and neuro diverse people	Application, Interview	Desirable
	Understanding of the difference between a commercial business and a charity.	Application, Interview	Desirable
3. IT Skills	Good skills and knowledge of the Microsoft Office programmes	Application, Interview	Essential
	Proficiency in the use of social media	Application, Interview	Desirable
4. Liaison and Networking	Demonstrable track record in building and maintaining relationships and in service delivery	Application, Interview	Essential
	Capacity to develop internal and external networks		Essential
5. Service Delivery	Experience of delivering events	Application, Interview	Desirable
6. Decision Making, Initiative and Problem Solving	Analysis, manipulation and presentation of data	Application, Interview	Essential
	Capacity to identify opportunities relevant to the Centre's aims and objectives	Application, Interview	Essential
	Capacity to take initiative and to find solutions	Application, Interview	Essential
7. Communication/ Interpersonal Skills	Excellent written, spoken communication and customer relation skills.	Application, Interview	Essential
	Excellent interpersonal skills	Application, Interview	Essential
	Capacity to empathise with diverse groups	Application Interview	Essential
8. Teamwork and Motivation	Ability to motivate and inspire colleagues, and contribute to a positive and supportive environment	Application, Interview Give examples	Essential
	Facilitative and collaborative approach	Application, Interview Give examples	Essential
9. Planning and Organisation	Ability to plan and prioritise own and others' work	Application, Interview Give examples	Essential
	Diligent and flexible approach to changing needs	Application, Interview Give examples	Essential

	Experience of coordinating multiple projects or activities often with conflicting deadlines	Application, Interview Give examples	Essential
10.Values	Commitment to Equality, Diversity and Inclusivity	Application, Interview	Essential
	Commitment to the Centre's aims and objectives	Application Interview	Essential
11.Other	Enhanced Disclosure from the Disclosure and Barring Service		

\* Level 5 qualifications are:

- diploma of higher education (DipHE)
- foundation degree
- higher national diploma (HND)
- level 5 award
- level 5 certificate
- level 5 diploma
- level 5 NVQ