

Kincardine and Mearns Citizens Advice Bureau

Person Specification

Bureau Manager	Competencies	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least 2 years' experience within a similar organisation or field 	<ul style="list-style-type: none"> Management qualification Fundraising qualification
Experience	<ul style="list-style-type: none"> Leadership experience in a comparable working environment Managerial experience in staff recruitment, training, supervision and performance management Experience in financial/budget control and risk management Experience in completing funding applications Project management Experience of relationship management with key stakeholders/funders Experience in carrying out marketing activities Experienced in office administration 	<ul style="list-style-type: none"> Contract Management Community Fundraising Carrying out social policy campaigns Experience of facilities management Experience and demonstrable success of grant funding and competitive tendering Experience of managing and reporting on statutory and institutional funding
Skills And Attributes	<ul style="list-style-type: none"> Financial management knowledge Excellent written and oral communications skills Ability to conduct detailed negotiations Project management and ability to manage change Skilled in report writing Able to work to budget Ability to work under pressure and manage complex situations Keen analytical skills 	<ul style="list-style-type: none"> Ability to build on and strengthen existing professional networks Awareness of the social needs of local communities and services provided by the voluntary sector

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Skills And Attributes (Cont'd)	<ul style="list-style-type: none"> • Good understanding of office technology and the role of effective IT systems. • Experience of statistical analysis for monitoring and evaluating purposes 	
Knowledge	<ul style="list-style-type: none"> • Understanding of social exclusion issues and the role of the voluntary sector • Knowledge of methods of fundraising and standards • Understanding of local authority structures • Knowledge of committee procedures • Awareness of the needs and responsibilities of GDPR and Data Protection Act 	<ul style="list-style-type: none"> • Knowledge of procurement processes • Knowledge of Health and Safety legislation and employer responsibilities • Understanding of the current and evolving welfare reform or advice sector landscape
Values	<ul style="list-style-type: none"> • Proven ability to work as part of a team. Commitment to staff welfare • Ability to challenge constructively and sensitively. • Commitment to high levels of client satisfaction and quality • Commitment to partnership working • Dynamic and well organised • Ability to work independently • Commitment to collaboration and working with others across bureaux to find solutions 	<ul style="list-style-type: none"> • Forward thinker with a creative outlook • Understand of and commitment to the aims and principles of the CAB service