**Head of Service Development**

**Person Specification**

We are looking for an individual with experience of project management, leadership and business management, strategic partnership development and the writing of successful funding bids. You need a track record of developing projects from concept to delivery along with good knowledge of funding environments.

You will be able to demonstrate previous extensive experience in managing a number of complex projects to completion.

Your ability to get results and have excellent attention to details is essential and you will be confident in communicating articulately both internally and externally.

**Must be able to demonstrate:**

**Skills and knowledge**

* Leadership skills and ability to make decisions on a day-to-day basis and be accountable for them.
* Excellent communication skills, written and spoken including the ability to work with a range of internal and external stakeholders.
* Ability to negotiate and to resolve complex issues including dispute, conflict and change.
* Ability to develop and manage strategy and policy.
* Ability to organise, prioritise and delegate effectively and manage multiple priorities.
* Evaluation, analytical and report-writing skills.
* Ability to inspire, influence and motivate others and lead by example.
* Ability to work on own initiative to find creative solutions to problems.
* Strong administration, IT and digital media skills including Microsoft Word, Excel and Outlook.

**Education, experience and achievements**

* Degree or Business Management qualification level 6 (or similar) or creditable and extensive experience in the voluntary or statutory field.
* Line management experience.
* Understanding of project-planning, budgeting and risk management.
* Experience of developing or managing partnerships and relationships with external organisations.
* Understanding of the voluntary sector.

**Personal attributes**

* A consistent focus on outcomes and an ambition to develop improvement of delivery.
* Ability to work autonomously and make decisions and to work as part of a team.
* Ability to establish and maintain clear boundaries in respect of personal and professional responsibility.
* Passionate about working with and making a difference for vulnerable at-risk young people and women.
* Non-judgemental empathetic attitude.
* Commitment to equality and diversity throughout all service delivery.

**Special circumstances.**

* An interest and commitment in the ongoing development of The Magdalene Group.