

PERSON SPECIFICATION – Advocacy Development & Partnership Director

All criteria will be tested in both application and interview

Qualifications

Essential

- Relevant degree/professional management qualification or equivalent work experience.

Desirable

- Relevant Advocacy qualifications or equivalent experience

Knowledge

Essential

- Understanding and knowledge of advocacy practice and policy, both locally and nationally
- Knowledge of charitable trusts and other funding sources
- Well-developed understanding of the voluntary and community sectors and knowledge of structures and systems in the statutory sector
- Understanding of the role of leadership within organisations
- Knowledge of Quality Management Systems and Frameworks (such as the NDTI Quality Performance Mark, PQASSO or ISO 9001)
- Knowledge and awareness of your own support and development needs

Desirable

- A sound understanding of the principles of Independent Advocacy

Experience

Essential

- Experience of preparing successful funding bids and other relevant income generation
- Experience of making client involvement/co-production central to service/project/organisational development and/or delivery and/or evaluation
- At least two years' service or project management experience, preferably in the voluntary and community sector
- Demonstrable practical experience of working with a range of partner organisations on service development and improvement
- Experience of managing and supervising staff

- Experience of involvement with organisational/service/team planning

Desirable

- Experience of management of an advocacy team, project or service

Skills

Essential

- Ability to keep abreast of the relevant information relating to the work of Advonet and its potential partners, including legislation, local networks, local and national strategies etc.
- Ability to lead a team approach to planning, writing and submitting tender submissions and/or successful grant applications
- Ability to engage a range of stakeholders in the development and delivery of organisational and consortium strategies e.g. communications strategy
- Ability and willingness to undertake internal hands-on management
- Ability to think creatively, provide inspiration and take a vision through to fruition while also having an awareness of the detail
- Ability to plan the development and set up of new services
- Ability to work in partnership with a variety of agencies in a constructive way that fosters trust and mutual respect
- Competent in the use of IT
- Ability to communicate effectively and concisely with a range of different audiences in a variety of formats, including presentations
- Proven ability to positively influence others and to drive change
- Good written communication skills and the ability to produce high quality correspondence and to draft reports
- Proven ability to encourage and develop team-working
- Ability to plan and lead development and implementation of organisational communication strategies
- Ability to line-manage staff and manage projects
- Proven ability to prioritise own work and to work on own initiative with little direct supervision whilst managing competing priorities.

Personal Qualities

Essential

- A commitment to equality, diversity and fairness and an ability to apply these principles in practical decision making
- High level of self-awareness and commitment to your own professional development
- A commitment to empowerment in all contexts
- A commitment to client involvement and a co-productive approach

- A strong sense of personal accountability for developing Advonet and increasing the range and scope of its work
- Strong interpersonal skills including emotional intelligence and
 - the ability to empathise
- Positive solution focussed approach with demonstrable ability to find creative solutions

Desirable

- Relevant lived experience (i.e. personal experience of being in need of the services provided by an organisation such as Advonet.)