



COMMUNITY RELATIONS COUNCIL

DIRECTOR OF FUNDING AND DEVELOPMENT

PERSON SPECIFICATION

Applicants should clearly and unambiguously demonstrate in their application how they meet all the criteria outlined above. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to simply provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.

If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request you to provide evidence of equivalency.

If at the first stage of the recruitment exercise a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criterion for shortlisting purposes.

Essential Criteria

Essential Criteria 1

University degree or professional qualification of equivalent standing

Essential Criteria 2

A minimum of 3 years grant administration experience that includes managing budgets, monitoring, audit processes and reporting as a funder.

Essential Criteria 3

At least 3 years' experience in a management role in a public body or a voluntary organisation that works closely with the public sector, planning and prioritising workloads, managing projects/tasks including running conferences and information events, managing budgets, completing work on time and assigning work to others as appropriate.

Essential Criteria 4

At least 3 years staff management and leadership experience, including supervising and supporting staff, team management skills and organizational planning to achieve strategic goals.

Essential Criteria 5

Excellent oral and written communication skills, including the ability to network and communicate effectively with a variety of stakeholders from diverse backgrounds, to write and present reports and to facilitate meetings.

And

Experience of developing and maintaining effective work relationships with internal and external stakeholders to achieve a positive outcome.

Essential Criteria 6

At least 3 years' experience of using the Microsoft Office range of programs in particular Microsoft Word, Excel, PowerPoint and Outlook in a work place setting.

Essential Criteria 7

A current and valid driving license and access to personal transport for business use/or* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (*This relates to any person who has declared having a disability which debars them from driving).

Essential Criteria 8

Motivated and committed to CRC's values, vision, and mission

Desirable

Desirable Criteria 1

Experience in managing and developing Grants Management Software and/or databases.

Please note

If at the first stage of the recruitment exercise a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criterion for shortlisting purposes.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

CVs will not be accepted. Incomplete applications will be rejected.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.

Applicants are encouraged to submit applications at the following address: Recruitment@nicrc.org.uk. However, hard copy applications are welcomed, and all applications will be treated equally regardless of whether they are hard copy or e-mail.

Late applications will not be accepted. Applicants should note, when returning application forms by post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused.