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| **Person Specification – VCSE Engagement & Partnership Officer** |

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| **Personal skills/characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| **Experience** |  |  |  |
| Previous experience of leading at a senior level within a voluntary or public sector organisation | **** |  | AF / I / R |
| Experience of leading, managing and influencing change in a complex environment | **** |  | AF / I / R |
| Working with a diverse range of partners and stakeholders at a senior level within a complex environment | **** |  | AF / I / R |
| Experience of consensus building and understanding of power and politically sensitive relationships | **** |  | AF / I / R |
| Track record of conceiving and implementing systems and services that have achieved demonstrable results | **** |  | AF / I / R |
| Developing and implementing strategic and operational business plans/communication strategies |  | **** | AF / I / R |
| **Qualifications and Training** |  |  |  |
| Good standard of general education | **** |  | AF / C |
| Professional management qualification or degree in a relevant field or profession (or equivalent) |  | **** | AF / C |
| Ability to demonstrate continuous improvement and self-development | **** |  | AF / I / R |
| **Special skills/knowledge** |  |  |  |
| Good understanding of the VCSE sector, ideally in the context of improving health and wellbeing outcomes | **** |  | AF / I / R |
| Knowledge of the local, regional and national drivers of the health and care agenda from a VCSE perspective |  | **** | AF / I / R |
| A clear understanding of the role (and potential role) of the VCSE sector within health and social care system |  | **** | AF / I / R |
| Understanding of the work of the NHS and the wider health and social care landscape, the challenges and the reform agenda |  | **** | AF / I / R |
| Excellent oral and written communications skills, including the ability to write clearly and compellingly for a range of audiences and to act as an ambassador for the VCSE sector | **** |  | AF / I / R |
| Excellent relationship-building skills | **** |  | AF / I / R |
| Excellent persuasion, influencing and negotiation skills | **** |  | AF / I / R |
| Ability to interpret highly complex programme information and communicate effectively across multiple stakeholders | **** |  | AF / I / R |
| Ability to work across and understand the geographically, economically and culturally diverse communities across the partnership | **** |  | AF / I / R |
| Excellent planning and organisational skills | **** |  | AF / I / R |
| Good working knowledge of MS Office or equivalent packages including Outlook, Word, Excel and Powerpoint | **** |  | AF / I / R |
| Excellent analytical skills and problem-solving skills | **** |  | AF / I / R |
| **Personal Qualities** |  |  |  |
| Ability to establish credibility and maintain effective working relationships from front line staff to senior stakeholders | **** |  | AF / I / R |
| Ability to develop new projects and ways of working across a range of services | **** |  | AF / I / R |
| Ability to influence at a high level across a range of services, stakeholders, commissioners and organisations | **** |  | AF / I / R |
| Ability to communicate with tact and sensitivity where appropriate | **** |  | AF / I / R |
| Innovative and pragmatic | **** |  | AF / I / R |
| Ability to understand organisational policy and strategy and apply it effectively | **** |  | AF / I / R |
| Highly organised | **** |  | AF / I / R |
| Strategic thinker | **** |  | AF / I / R |
| A natural collaborator | **** |  | AF / I / R |
| **Personal circumstances** |  |  |  |
| Willing to work flexible hours when required to meet work demands | **** |  | I |
| Regular attendance at meetings outside normal working hours | **** |  | I |
| **Physical requirements** |  |  |  |
| Access to own transport and the ability to travel as part of the role on a regular basis | **** |  | I |

**Key:** AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate