

PERSON SPECIFICATION

Essential Qualifications

A relevant third level qualification- minimum Level 8 on NFQ National Framework of Qualifications.

Required Experience

- A minimum of 3 years Management/Project Management experience in a similar or related field, which includes staff management experience.
- Proficiency in planning and managing budgets, securing funds and reporting back to Funders and regulators.
- Experience of developing and implementing strategic plans/work plans.
- Strong proficiency in general administration skills and computer skills including MS Office suite, Word, Excel, PowerPoint, and CRM packages.
- Demonstrable intuitive computer user who can quickly get to grips with online applications.
- An awareness of working with a voluntary Board of Trustees.
- A full clean driving licence and access to a car for work purposes.

Personal Attributes

- Excellent team leader and team player with a record of relationship building at all levels.
- Commitment to the concept of volunteering, equal opportunities and an alignment to the ethos of the organisation.
- Ability to work with a very wide range of individuals and organisations and apply appropriate resources to support them.
- Excellent verbal and written communications skills in English with an ability to clearly communicate ideas and influence others, in person and online.
- Proven ability to successfully implement multiple projects and priorities.
- Capacity to think creatively and collaborate with others

Desirable

- Experience/qualifications in delivering training.
- Experience of volunteering.
- Knowledge of the community and voluntary sector in County Sligo.
- Knowledge of current practice in volunteer management.