



Executive Officer (Funding, Marketing and Strategy)

Report To - CEO

Accountable To - Board Funding & Quality Advisor

Person Specification

| Essential | Desirable |
|--|---|
| Professional qualifications in management and or proven track record | Comfortable to support and interact with people who have complex communication needs. |
| Good team player with commitment to working within the voluntary sector | Comfortable to support and interact with people who have complex care needs |
| Experience of local charitable fund raising and bid writing to obtain public sector, Charitable sector, and Lottery funds. | Willingness to undertake further relevant training and to gain formal qualification where there are gaps in essential skills. |
| Knowledge of Health and safety and compliance with workplace regulation. | First Aid at work Certificate (3 day) with ongoing refresher |
| Knowledge of financial planning and reporting | |
| Knowledge and experience of Quality development planning, auditing, and Service development. | |
| Good working level of Computer literacy including the ability to support the development of our marketing strategy | |
| Car Driver with own vehicle and insurance cover for business use. Able to drive on unfamiliar roads, motorways, and dual carriageways to attend meetings and visit clients | |