**SECTION 7**

**IMPORTANT - PLEASE READ THIS BEFORE STARTING THIS SECTION**

Please complete section 7 using specific examples, write a short paragraph for each point showing how your skills and experience match the criteria.

**To state you have the abilities is not satisfactory; you must tell us in what way.**

Please do not provide one answer to cover several points.

The scoring throughout the short-listing process is only given on the information you provide in section 7; no assumptions will be made for the other information you have given in sections 1 to 6 of the application form.

Providing any misleading or false information to support your application will disqualify you from applying or if appointed will make you liable to dismissal without notice.

**Person Specification Essential Skills**

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| Please write a paragraph explaining why you have applied for the post and how you think your values align with those of Volunteer Cornwall. | |
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| **Key Task 1 – Relationships and Communication** | |
| 1.1 | To possess excellent people skills with the ability to develop team activity across a wide geographical area. |
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| 1.2 | To be able to absorb information quickly and prioritise main issues for action. |
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| 1.3 | To have experience in developing and managing effective partnership working. |
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| 1.4 | To be able to make effective presentations using a variety of techniques. |
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| 1.5 | To have proven ability of effective team working. |
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| 1.6 | To be able to think strategically. |
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| **Key Task 2 – Leadership** | |
| 2.1 | To have a minimum 2 years’ experience in operational management. |
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| 2.2 | To have experience leading teams and managing performance, including personal development plans and appraisals. |
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| 2.3 | To have experience in a lead role in the voluntary, community or health and social care sector. |
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| **Key Task 3 – Finance and Resources** | |
| 3.1 | To have experience of managing budgets effectively. |
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| 3.2 | To have the ability to maintain and create effective management systems. |
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| 3.3 | To have experience of successful bid writing. |
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| 3.4 | To have the ability to manage time and other resources effectively. |
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| 3.5 | To have the ability to maintain accurate and timely records. |
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| **Key Task 4 – Administration and Organisation** | |
| 4.1 | To have experience in implementing personal training plans and appraisal systems. |
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| 4.2 | To understand policies such as Safeguarding, Diversity and Health and Safet. |
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| 4.3 | To have the ability to produce and maintain office systems for contract management. |
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| **Key Task 5 – Quality Management** | |
| 5.1 | To have experience of managing successful contracts. |
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| 5.2 | To be able to demonstrate a commitment to the voluntary and community sector. |
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| 5.3 | To have experience of developing and implementing a variety of quality systems and standards. |
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| 5.4 | To have the ability to assess and resolve complaints effectively. |
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| 5.5 | To understand the voluntary sector and the needs of clients and volunteers. |
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| 5.6 | To have an appropriate awareness of personal responsibilities under current legislation, particularly Climate and Ecological Emergency, Health & Safety, Diversity, Safeguarding, Diversity and Data Security & Protection regulations. |
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| 5.7 | Ability to learn different administrative systems. |
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| 5.8 | Willing to work flexibly as a member of a team. |
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| ***Key Task 6 – Information Technology*** | |
| 6.1 | To have a good standard of written English. |
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| 6.2 | To be competent in the use of Microsoft applications. |
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| 6.3 | To have experience of ICT within a work context. |
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