

Person Specification

**Job Title: Voluntary Sector Support Officer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications:** |  |  |
| Educated to GCSE standard, including English & Maths | X |  |
| Educated to A level or equivalent.  |  | X |
| First Aid Certificate |  | X |
| Management Qualification |  | X |
| **Experience**  |  |  |
| Experience of working within the voluntary and community sector | X |  |
| A track record in establishing and maintaining positive partnerships and professional relationship.  | X |  |
| Experience in using CRM and IT systems.  | X |  |
| Experienced in developing, planning, delivering and evaluation of successful projects or events |  | X |
| **Knowledge** |  |  |
| An understanding of the role of Hive Portsmouth within the city |  | X |
| An understanding of the good governance of charities and different legal entities available to the voluntary and community sector. |  | X |
| A good understanding of the voluntary and community sector in Portsmouth |  | X |
| An understanding of engagement and co-production principles | X |  |
| An understanding of good practise in record keeping and data protection within organisations | X |  |
| **Skills** |  |  |
| The ability to act with discretion, maintain high standards of integrity and behaviour. | X |  |
| A confident individual who will seek solutions to emerging issues, maintain partnerships and seek out appropriate opportunities  | X |  |
| The ability to manage conflicting priorities and diverse workload. | X |  |
| Excellent interpersonal and communication skills. | X |  |
| The ability to identify opportunities for joint development and collaborative working. | X |  |
| Excellent organisation and administrative skills  | X |  |
| The ability to work on own initiative and manage change effectively. | X |  |
| Excellent report writing skills. | X |  |
| Proficient in IT and online systems, including Microsoft Office, CRM systems, SharePoint, and Microsoft Teams  | X |  |
| **Values** |  |  |
| A strong commitment to our charitable objects | X |  |
| A highly professional attitude and work ethic | X |  |
| A flexible and adaptable approach to work with sound judgment, honesty and integrity | X |  |
| A strong commitment to teamwork and delivering excellent customer service. | X |  |
| A willingness to take on different responsibilities as the role develops.  | X |  |

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936)