



Person Specification

Job Title: Voluntary Sector Development Lead

	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		
Significant experience of voluntary and community development work.	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, implementation and evaluation of successful projects and/or events	X	
Experience of leading a team or project to achieve identified outcomes	X	
Knowledge		
An understanding of the role of Hive Portsmouth within the city		X
A good understanding of the VCSE and the issues important to the sector	X	
A thorough understanding of partner 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 and tenacious individual who will seek solutions to emerging issues to 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 establish positive professional relationships and strong partnership working across multiple statutory and voluntary services	X	
The ability to identify opportunities for joint development and collaborative working.	X	
Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve results	X	
The ability to work on own initiative and manage change effectively.	X	
Ability to identify potential links and add value by taking strategic oversight of emerging issues.	X	
Excellent verbal and written communication skills	X	
Excellent report writing skills.	X	
The ability to analyse, interpret and apply data in planning and performance measurement.	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	
An individual who displays high levels of diplomacy, transparency 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)