

Person Specification

**Job Title: Voluntary Sector Support Lead**

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|  | **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)

VCSE Alliance & Community Hub Development Lead