



## **Person Specification**

**Job title:** Director

### **Essential criteria**

#### **1. Knowledge and commitment**

A background in or demonstrable understanding of the law and policy issues affecting women

A demonstrable commitment to the mission, vision and aims of Rights of Women

An understanding and awareness of the political environment in which small women's voluntary sector organisations operate

An understanding of and commitment to the operation and practice of equal opportunities

#### **2. Management and leadership**

A demonstrable ability to manage and lead a voluntary sector organisation

Ability to work with a voluntary management committee

An understanding and awareness of the management issues faced by a small women's voluntary sector organisation

#### **3. Planning and development**

Experience of the development, implementation and review of strategic and/or business plans as well as policies and procedures

An ability to set, monitor and evaluate performance targets in line with strategic and/or business plans.

#### **4. Communication and interpersonal skills**

Excellent communication and inter-personal skills, including an ability to liaise with and speak to a range of audiences at all levels and to develop and maintain relationships with key organisations and individuals

An ability to produce written communications including publications, reports, strategies, policies and procedures for external and internal audiences

#### **5. Fundraising and financial skills**

An ability to set, monitor, review and manage budgets and take overall responsibility for the good financial health of an organisation

A demonstrable ability to fundraise in the women's voluntary or equivalent sector