



MEDIATION BUCKINGHAMSHIRE - DEVELOPMENT OFFICER PERSON SPECIFICATION

Qualifications	Requirement	Methods of assessment
Educated to A level standard or equivalent with a minimum of GCSE Maths and English (Grade C) or equivalent	Essential	CV/Statement/Certification
Evidence of Continued Professional Development	Desirable	CV/Statement
Good working knowledge of Microsoft office suite and of working with spreadsheets and databases	Essential	CV/Statement/Certification
Full current driving licence (with use of own vehicle)	Desirable	CV/Statement
Experience		
Relevant fund-raising experience (preferably, though not essentially, in the charity, higher education or similar setting) - with a proven track record of success	Essential	CV/Statement/Interview
Experience of setting up and maintaining a social media presence	Essential	CV/Statement/Interview
Experience of researching, identifying and developing new income streams	Desirable	CV/Statement/Interview
Experience of interpreting and compiling management and financial information.	Desirable	CV/Statement/Interview
Experience of partnership working within the voluntary, local government, higher education or similar setting	Desirable	CV/Statement/Interview
Experience of working in a changing environment and adapting to change as new opportunities arise	Desirable	CV/Statement/Interview
Experience of managing contracts and/or Service Level Agreements including target setting, quality assurance and monitoring and evaluating services	Desirable	CV/Statement/Interview
Knowledge and Skills		
Effective communication skills both verbally and written including presentation skills	Essential	CV/ Statement/Interview
Excellent interpersonal skills and ability to work with a diverse range of stakeholders and build effective working relationships	Essential	CV/Statement/Interview
Good working knowledge and commitment to equal opportunities, diversity and anti-discriminatory practices	Essential	CV/Statement/Interview
Ability to compile and interpret relevant financial information	Essential	CV/Statement
Basic working knowledge of Charity Commission requirements	Desirable	CV/Statement
The ability to work as part of a team but also autonomously on own initiative, and complying with policies and procedures	Essential	CV/Statement/Interview
Good organisation, prioritisation & planning skills and meeting deadlines	Essential	Interview
Willing to acquire appropriate mediation knowledge & skills through training provided by MB.	Essential	Interview



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Attitudes and Behaviours		
Models behaviour that treats others with dignity and, respect	Essential	Interview
Ability to treat all aspects of the role with sensitivity, discretion and confidentiality.	Essential	Interview
Recognition of factors in maintaining own and others health, safety and security	Essential	Interview
Supportive of equality and values diversity	Essential	Interview
Team player	Essential	CV/Statement/Interview

Shortlisting for interview will be based on how well your CV and accompanying statement match this Person Specification.