

## Care for the Carers

### PERSON SPECIFICATION

#### Head of Communities

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level, or a relevant professional qualification.</li> </ul>	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least two years' experience of working at a senior strategic level in order to bring about change.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>At least two years' experience of managing staff</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of community development work and/or engagement with less heard communities</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of working in the voluntary sector</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Experienced in developing and implementing strategic plans</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience developing successful funding bids</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Experience of dealing with press and media</li> </ul>	Essential
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to translate strategy into measurable targets and quality standards</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Demonstrated ability to work strategically and able to identify the best way to make an impact in a complex agenda.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>An understanding of the roles and responsibilities of statutory health and social care, and the voluntary &amp; community sector.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to write clear and concise briefings and reports for a variety of audiences</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Knowledge of monitoring and evaluation tools and processes</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to develop and maintain sound relationships with colleagues and with key individuals in external agencies.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Knowledge of Word, Excel and MS Teams, and a high level of IT literacy.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to communicate formally and informally with a wide range of audiences and media.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to prioritise work, respond rapidly and meet tight deadlines.</li> </ul>	Essential
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to the vision and objectives of Care for the Carers</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>A creative problem-solver, self-motivated and energetic.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Open and approachable, able to bring empathy to dialogues with carers and staff.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>A talented communicator, able to adapt tone and style to a range of audiences, needs and communities.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Persuasive and convincing in communication with decision makers.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Have a belief in the empowerment of carers.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to travel throughout East Sussex</li> </ul>	Essential