

THE HARROW REFUGEE FORUM

HaRF PROGRAMMES' MANAGER

PERSON SPECIFICATION

EXPERIENCE			
ACTIVITY	ESSENTIAL	DESIRABLE	VERIFICATION
1. Minimum of THREE years' working experience in direct strategic planning and programme development in the voluntary sector	√		Application form + Interview
2. Minimum of FOUR years of senior level management experience	√		Application form + Interview
3. MinimumTHREE-year's experience of managing staff and volunteers, including supervision and appraisals	√		Application form + Interview
4. MinimumTHREE-year's experience of providing high quality training courses for groups and trustees;	√		Application form + Interview
5. Understanding of board responsibility to comply with relevant guidelines and procedures as required by Charity Commission and Companies House	√		Application form + Interview
6. Experience in delivering periodic progress report and of year programme and forward strategies for donors and Board of Trustees	√		Application form + Interview
7. Experience in providing progress and management accounts reports	√		Test + Application form
8. Working with essential software packages for Word Processing, Spreadsheet, Database preparation, Presentation, Internet access and use, Publishing, etc	√		Test + Application form
9. Experience in working directly with refugee or migrants, or black or minority ethnic communities in a paid or voluntary capacity	√		Application form + Interview
10. Experience or knowledge of developing, managing, evaluating and reporting on new projects or services	√		Application form + Interview
11. Experience in writing funding applications and proposals	√		Application form + Interview
12. Evidence of successful and substantial funding applications made over three-years' period	√		Application form + Interview

SKILLS/KNOWLEDGE			
ACTIVITY	ESSENTIAL	DESIREBLE	VERIFICATION
1. Ability to work as a team with colleagues, community organisations and other stakeholders	√		Application form + Interview
2. Ability to effectively research, design and evaluate training and quality assurances systems initiatives and programmes	√		Application form + Interview
3. Effective group facilitation and coaching skills and ability to demonstrate the use of innovative training and development approaches	√		Application form + Interview
4. Ability to demonstrate a commitment to own development and knowledge of currents in the field of capacity building and development	√		Application form + Interview
5. Ability to work under pressure and to respond to rapidly changing environments in flexible manner and with a minimal supervision	√		Application form + Interview
6. Experience of developing the structure and functioning of a community or voluntary organisation	√		Application form + Interview
7. Ability of developing training sessions, workshops, seminars and events	√		Application form + Interview
8. Knowledge of equal opportunities legislation and ability to devise and implement equal opportunity strategies	√		Application form + Interview
9. Knowledge and understanding of race relations' legislation and ability to devise strategies to combat discrimination.	√		Application form + Interview
10. Sensitivity to, empathy with and understanding of the needs of ethnic minorities, particularly refugee communities and asylum seekers.	√		Application form + Interview
11. Commitment to the promotion of cultural diversity, equal opportunities, good race relations and racial equality	√		Application form + Interview
12. Ability to prioritise and monitor own work and to work on strict deadlines and under minimum supervision	√		Application form + Interview
13. Good interpersonal and communication skills	√		Application form + Interview
14. Ability to translate organisation's Strategic documents into effective implementation	√		
EDUCATION AND QUALIFICATIONS			
15. Educated to degree level in relevant discipline	√		Application form + Interview
16. Management Qualifications		√	Application form + Interview