

PERSON SEPCIFICATION : BRANCH MANAGER

Experience	Essential	Desirable
3 years experience of managing the delivery of services	X	
Experience of involving volunteers in service delivery and/or working with volunteer led networks		X
3 years experience of one of the following; fundraising, selling, marketing, project management, influencing people and office administration	X	
3 years experience of people management and team building	X	
Graduate Calibre		X
Management qualification		X
Job Knowledge, Skills and Abilities		
Strategic thinking: ability to maintain big picture view whilst dealing with operational concerns; anticipates opportunities and obstacles	X	
Entrepreneurial: generates and/or champions breakthrough ideas; fosters creativity		X
Influential: ability to promote ideas and proposals persuasively to stakeholders	X	
Leadership qualities: ability to communicate big picture, champion and implement change	X	
Empowering leadership style: ability to delegate, coach and develop volunteer team members and team	X	
Management Skills: experience of managing and motivating a dispersed volunteers effectively.	X	
Ability to focus on outcomes and deliver to agreed timescales	X	
Literate in the use of IT; word processing, email, spreadsheets and databases.	X	
Personal Qualities and Attitudes		
Demonstrate empathy with the aims & philosophy of the Society.	X	
Ability to adopt a problem solving approach and negotiate win/win solutions.	X	
Clear verbal communication skills, able to effectively convey their views and wishes to others and to listen and comprehend what others mean.	X	
Highly developed interpersonal skills; ability to cultivate relationships with a range of stakeholders	X	
Circumstances		
Able to work from home with a dedicated office.	X	
Car owner/driver. Clean licence. Willing to travel throughout Branch area on a regular basis.	X	
Able and willing to work flexibly, including weekend and evenings when required.	X	