

PERSON SPECIFICATION Resource Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate level 	
Experience	<ul style="list-style-type: none"> • Experience of developing and implementing fundraising strategy • Experience of writing successful substantial grant applications and of reporting to funders • Experience of financial management in the voluntary sector including monitoring expenditure and income against budgets • Experience of supporting and working with teams and individuals. 	<ul style="list-style-type: none"> • Experience in working with asylum seekers and volunteers and handling sensitive information.
Skills/Abilities	<ul style="list-style-type: none"> • Effective interpersonal skills and able to manage relationships across teams with a wide range of people as part of a team. • A motivated individual with a high level of attention to detail, able to work under pressure and work collaboratively and consultatively. • Confident and proficient in the use of ICT. • An ability to work in effective partnership with a range of organisations. • Ability to effectively manage projects from design to completion (including those outside your field of knowledge / expertise) 	<ul style="list-style-type: none"> • Exceptional proficiency in IT systems
Knowledge/ Understanding	<ul style="list-style-type: none"> • An understanding and a commitment to ASSIST's aims. • Knowledge of efficient administrative procedures. • Knowledge of fundraising strategy and financial management 	<ul style="list-style-type: none"> • Other language skills
Disposition	<ul style="list-style-type: none"> • Care passionately about supporting destitute asylum seekers, and supporting ASSIST to deliver the best service it can. • Positive attitude towards digital systems development and use of IT 	<ul style="list-style-type: none"> • Able to act on own initiative and be a team player.
Others	<ul style="list-style-type: none"> • Culturally sensitive with good listening skills 	<ul style="list-style-type: none"> • Confidence to learn new systems.

