

KINDRED MINDS

PROJECT LEADER

PERSON SPECIFICATION

Candidates must be able to demonstrate that they have:

Essential (E) Desirable (D)

KNOWLEDGE AND EXPERIENCE

- (1) At least two years' experience of working with people with mental health problems in a respectful, enabling and facilitating manner. (E)
- (2) At least two years' experience of managing projects and people in the voluntary sector. (E)
- (3) At least two years' experience of administration work. (E)
- (4) Proven experience of fundraising for voluntary organisations. (D)
- (5) Knowledge of current issues in policy and practice in mental health provision and an overall grasp of the User Movement. (E)
- (6) Experience of using mental health services. (E)
- (7) Understanding of own mental health needs. (D)
- (8) Knowledge and experience of issues affecting black and minority ethnic mental service users. (E)
- (9) Will be of a black and minority ethnic community. (E)

SKILLS

- (1) Ability to recruit, induct, supervise, appraise, support and manage individual staff and volunteers. (E)
- (2) Excellent written and spoken communication and interpersonal skills. Ability to effectively communicate and engage with service users/ survivors, funders, service providers and other agencies. (E)
- (3) Strategic planning skills. (E)
- (4) Excellent organisational skills and time management skills. (E)
- (5) Good computer literacy eg Word, Excel (E)
- (6) Financial planning and budgeting skills. (E)
- (7) Creativity, imagination and the ability to use initiative. (E)
- (10) Ability to work flexible hours, which may from time to time include evenings and weekends. (D)

ATTITUDE, MOTIVATION AND PERSONALITY

The successful candidate will:

- (1) Have an enthusiastic approach and commitment to the aims of Kindred Minds. (E)
- (2) Will have a commitment to working within an equal opportunities framework. (E)
- (3) Will be motivated and committed to tackling bad practice in the mental health field. (E)
- (4) Have a good sense of humour. (E)
- (5) Teamwork, analytical and problem solving skills. (E)

(6) An energetic “can do” attitude to work. (E)

(7) Will be enthusiastic about acquiring good book keeping; fund raising skills (E)