



Person Specification for the Post of Executive Officer for Breadline

Essential	Desirable
<p>Personal qualities:</p> <p>A living, personal Christian faith that will support and uphold the Christian ethos and values of Breadline.</p> <p>Friendly; approachable and a good listener; able to build relationships at all levels.</p> <p>The ability to see the big picture in terms of impact and influence while maintaining a focus on detail and the quality of relationships.</p> <p>A strong work ethic; able to meet deadlines and cope well under pressure.</p> <p>Willingness to demonstrate respect for local culture and values.</p>	<p>Experience of working with a board of trustees.</p> <p>Ability to research and gather information/data and use this to inform future decision making.</p> <p>Positive and upbeat; good sense of humour.</p>
<p>Experience/knowledge:</p> <p>Understanding of the basics of community development, including facilitating sustainable income generation projects.</p> <p>Proven ability to work well as part of a team.</p> <p>Experience of networking/relationship building/ partnership working.</p> <p>A sound understanding of safeguarding issues, and GDPR.</p>	<p>Experience of building sound relationships with charity partners overseas.</p> <p>A good understanding of the current issues relating to small charities.</p> <p>Some knowledge of or willingness to learn basic Romanian</p>

<p>Experience of at least 3 of the following:</p> <ul style="list-style-type: none"> ➤ Strategic/business planning ➤ Coordination of trips/visits ➤ Policy development ➤ Fund-raising/income generation ➤ Marketing/communications ➤ Monitoring and evaluating 	
<p>Technical skills:</p> <p>Good communication and report writing skills; able to articulate and present ideas clearly and succinctly both orally and in writing.</p> <p>Good IT and social media skills.</p> <p>Some experience of presenting/public speaking.</p> <p>Basic understanding of budgets and finances.</p> <p>Able to work within a budget.</p>	<p>Experience of contributing to new or existing initiatives.</p> <p>Present oral/written communication in a well-structured and visually appealing format appropriate to the needs of the audience.</p> <p>Have a relevant professional qualification or experience.</p>
<p>Personal circumstances:</p> <p>Able to work flexibly, as required; this includes travel to partners in the UK and in Moldova, including periods of time with partner organisations in Moldova.</p> <p>Have a driving licence and be prepared to use own car (expenses refunded)</p>	