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Registered Charity No: 1100722

## Person Specification

### Data Analyst and Communications Manager

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance.

Skills and Experience	Essential	Desirable
Experience of using a CRM system (ideally Salesforce) to input and extract reporting data and information	<b>X</b>	
Excellent written and verbal communication skills, a persuasive and passionate communicator with the ability to communicate technical and data issues in a simple way	<b>X</b>	
Strong interpersonal skills with the ability to engage with colleagues and a wide range of stakeholders and to build positive relationships	<b>X</b>	
Extensive experience of data analysis, presentation and reporting of information and data to deadlines	<b>X</b>	
Attention to detail, with strong logical reasoning, analytical thinking and problem-solving skills	<b>X</b>	
Excellent organisational and administrative skills	<b>X</b>	
Proficiency with MS Office, in particular Word, Excel, PowerPoint and Outlook	<b>X</b>	
Management experience		<b>X</b>
A good understanding of the information that funders require in applications and reports		<b>X</b>
Knowledge of autism / SEN / Disability		<b>X</b>

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<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Able to use own initiative and to effectively prioritise competing requests, while managing expectations	<b>X</b>	
Self-motivated, pursuing tasks / goals with energy, drive and need for completion	<b>X</b>	
Adaptable, flexible and resourceful to react and respond effectively to unplanned demands	<b>X</b>	
Comfortable with working under pressure and to deadlines, whilst being able to recognise when to seek help if needed	<b>X</b>	
A positive 'can-do' approach	<b>X</b>	
A strong team player, with the ability to work collaboratively with colleagues in different roles and from different disciplines	<b>X</b>	

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A level or equivalent	<b>X</b>	
A degree or equivalent professional qualification		<b>X</b>
Management qualification		<b>X</b>

<b>Additional requirements</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to undertake a DBS check	<b>X</b>	
Willing to undertake any training related to the role	<b>X</b>	
Car owner/driver		<b>X</b>