## Strategic Development Person Specification

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Areas of Experience** | ● Understanding of the needs and experiences of people seeking sanctuary in the UK  
                              ● Experience of working collaboratively to develop organisational strategies  
                              ● Experience of working independently and managing own workload          | Working with small community organisations                                |
| **Knowledge, Skills and Abilities** | ● Ability to present information clearly and communicate effectively with people from a wide range of backgrounds and sectors  
                                ● Excellent verbal and written communication skills  
                                ● Understanding of the key policies and procedures organisations are required to have to comply with Charity Law  
                                ● Ability to draft policies that are fit for purpose  
                                ● An ability to develop simple but effective evaluation tools to measure impact  
                                ● Knowledge of the national City of Sanctuary organisation and specifically it’s sanctuary award stream for Local Authorities, | ● A basic knowledge of frontline organisations in Calderdale  
                                ● Familiarity with the different areas of Calderdale and knowledge of at least some key stakeholders |
<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Personal qualities</th>
</tr>
</thead>
</table>
| ● Good IT skills  
   ● An understanding of the challenges facing small organisations with limited capacity  | ● Confident and comfortable working independently  
   ● A 'people' person who is adept at conversing with a range of key stakeholders  
   ● Excellent organisational skills, ability to plan workload and to meet deadlines  
   ● Creative approach to finding new solutions  
   ● Ability to build relationships and rapport  
   ● An ability to work with minimal support and initiate new ideas and responses as required |
| ● No formal qualifications are required  
   ● A high standard of written English |