



**THE LINK CHARITABLE TRUST  
PERSON SPECIFICATION  
Business Manager**

This outlines the main criteria for the post and shortlisting will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using the skills knowledge and experience gained.

Criteria	E - Essential D - Desirable	Measured By A - Application I - Interview
<b><u>Professional Qualifications</u></b> <ul style="list-style-type: none"> <li>• Holds a minimum of Level 3 qualification in Business / Finance/ HR or relevant subject</li> </ul>	E	A
<b><u>Experience/Knowledge</u></b> <ul style="list-style-type: none"> <li>• Minimum of 2 years experience working in an Administration/ Finance/ HR</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Experience of leading a team and managing workloads</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Experience of working in the Voluntary/Charitable Sector</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Experience of working within a Mental Health service</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of Xero Accounting system, OR similar</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety Management including Risk Assessments</li> </ul>	E	A/I
<b><u>IT</u></b> <ul style="list-style-type: none"> <li>• Demonstrates competency in using The Google suite</li> </ul>	D	A

<ul style="list-style-type: none"> <li>• Ability to use spreadsheets</li> </ul>	D	A
<b><u>Supervision and Line Management</u></b>		
<ul style="list-style-type: none"> <li>• Demonstrates a willingness to undertake supervision</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Shows responsibility for continuous professional development</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Under supervision demonstrates a willingness to challenge assumptions and practice and with guidance can provide alternative and creative solutions.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Demonstrates commitment to deliver high quality services.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Shows a willingness to work flexibly to meet the needs of the service</li> </ul>	E	A/I
<b><u>Safeguarding</u></b>		
<ul style="list-style-type: none"> <li>• An understanding of LSCB policies and procedures and commitment to the safeguarding of children and young people</li> </ul>	D	A/I
<b><u>Partnership Working</u></b>		
<ul style="list-style-type: none"> <li>• Demonstrates an ability to effectively build and manage relationships with external stakeholders.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Demonstrates a consistently positive attitude to working within The Link Charitable Trust</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Demonstrates a willingness to work collaboratively</li> </ul>	E	A/I
<b><u>Personal Qualities</u></b>		
<ul style="list-style-type: none"> <li>• Ability to work within a dynamic and developing service</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Demonstration of self-motivation and motivation of others</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Ability to work confidently and competently under pressure</li> </ul>	E	I