**Personnel Specification**

**Post: Co-ordinator – Northern Ireland Rape Crisis Service**

ESSENTIAL CRITERIA

Qualification(s):

* Educated to degree level or equivalent.

**Knowledge:**

* Proven track record in successfully leading and co-ordinating a project to deliver high-quality services and outcomes, including planning, monitoring and reporting.
* A sound knowledge and understanding of working on your own initiative and working as part of a team.
* Knowledge of Safeguarding.
* A working knowledge of statutory, community and voluntary sectors, and experience of partnership working with external organisations, funders and policy makers.
* A working knowledge and understanding of the nature and consequences of sexual violence on the lives of victims/survivors.

**Experience and Skills**:

* Experience of managing volunteers and/or staff, including supervision and appraisal.
* Business development, financial management and budget setting including completing funding applications.
* Experience of organising workload to achieve agreed targets and outputs.
* Knowledge of support needs of survivors of sexual violence
* Effective communication skills, including the ability to communicate orally and in writing to variety of audiences including media.
* Good organisational and ICT skills, proficient in the use of Microsoft Office and social media platforms.

**DESIRABLE CRITERIA**

* Experience of working in a setting that supports needs of survivors of sexual violence
* Data Management/Case Files
* A full driving licence and/or access to transport

**WSN reserves the right to enhance the criteria for shortlisting.**