ENFIELD VOLUNTARY ACTION
PROVIDING SERVICES TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS IN ENFIELD

Tel: 020 8373 6268
admin@enfieldva.org.uk
www.enfieldva.org.uk
Fax: 020 8373 6267

Enfield Voluntary Action (EVA), Community House, 311 Fore Street, Edmonton, N9 0PZ

Development and Funding Advice Manager

Person Specification

		Essential	Desirable
EDUCATION			
1	Good standard of general education	✓	
2	Relevant degree level qualification	✓	
3	Training qualification		✓
EXPERIENCE			
4	At least 3 years' experience of working with voluntary/community organisations, and social enterprises	✓	
5	Understanding of voluntary and community sector 'umbrella' organisations and their support role	✓	
6	Experience in identifying the needs of emerging and disadvantaged groups	✓	
7	Action planning and supporting groups to achieve goals	✓	
8	Managing a project within a set budget and co-ordinating partners	✓	
9	Writing business plans; fundraising strategies; supporting quality assurance; and adapting policies		✓
10	Setting up steering groups, forums, or networks		✓
KNOWLEDGE			
11	Knowledge of organisational development issues in the voluntary sector	✓	

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12	A knowledge of funding bodies, funding criteria and grant applications; and ability to research and identify funds for community groups	✓	
13	A knowledge of monitoring, reviewing and evaluating projects; and demonstrating impact	✓	
14	An understanding of and commitment to equal opportunities policies and a commitment to implementing them in all aspects of the post	✓	
SKILLS			
15	An ability to work collaboratively as part of the EVA team and with other groups and agencies	✓	
16	Ability to speak at meetings, make presentations and write reports	✓	
17	Ability to prioritise conflicting work demands	✓	
18	Ability to deliver or willingness (with training) to be able to deliver training courses	✓	
19	Computer literate with relevant skills in Microsoft Office packages	✓	