

THE HEATHER TRUST BUSINESS MANAGER

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in business management or related subject OR Equivalent level of relevant work experience	Qualifications in Accountancy, Fundraising, Personnel/HR
Work experience	Significant relevant work experience including the following:	
	Experience in developing organisational strategic and operational plans for small-medium sized organisations	Experience in the Charity or Third-Sector in Scotland
	Experience and successful track record of operations/ business management in a small-medium sized organisation, including overseeing infrastructure arrangements.	
	Experience in managing organisational and project finances	Experience of charity finances and regulatory environment
	Substantial experience in fundraising (preferably in the charity sector) and managing grant funders and donor requirements	Project and programme management experience
	Experience of working with Boards and developing Board papers/recommendations	
	Experience of leading organisational HR /staffing	
	Line management experience	
	Experience of leading organisational GDPR compliance	
Special skills and	Ability to work co-operatively	

aptitudes	and non-competitively as part of a team.	
	Advanced Excel skills	
	Excellent written communication and oral presentation skills	
	Working knowledge of charity accounting, Quickbooks, Microsoft Office and contact management databases.	
		An interest in moorlands and their management.
Personal qualities	Creative and innovative approach to business management, development and problem solving	
	Well developed leadership, management and motivational skills	
	Flexible in changing circumstances	
	Responsive to needs and opportunities	
	Able to demonstrate sound professional judgement and act with discretion	
	Able to work on own initiative and be part of a team	
	Commitment to equality and diversity	