

ORBIT CHARITABLE TRUST

PERSONAL SPECIFICATION FOR TRUST DIRECTOR

PERSONAL SKILLS	ESSENTIAL	DESIRABLE
A Experience		
1. Background in social housing or community services	√	
2. Proven track record of successfully developing and managing organisations	√	
3. Establishing and maintaining effective working relationships with boards, partners and other agencies	√	
4. Experience of working with voluntary/community groups.		√
5. Fundraising and making grant applications		√
B Abilities		
1. An understanding of older people's needs	√	
2. Ability to write clear reports and make presentations	√	
3. Computer literacy skills including a working knowledge of Microsoft Office	√	
4. Able to communicate effectively, both verbally and in writing, with wide range of people and groups	√	
C Knowledge		
1. Understanding of the cultural diversity of local communities, and the implications for services which aim to meet local needs		√
2. Knowledge of developing Government thinking in delivery of services within the community, especially to older people	√	
3. Availability of grants, and charitable funds and how to access them	√	

D Personal qualities		
1. Able to relate to and work with voluntary trustees	√	
2. Good communication skills	√	
3. Energetic and able to work on own initiative	√	
4. Good levels of self-motivation, effective time management and ability to meet targets and deadlines	√	
5. Member of a professional body		√