

**DONCASTER CVS**  
**Contracting manager**

All of the qualities we are seeking may be demonstrated through skills and experiences in paid or unpaid work. Applicants will need to demonstrate that they have all the essential requirements and as many as possible of the desirable requirements.

	<b>Essential</b>	<b>Desirable</b>
Education, training qualifications	Experience of widening education and self-awareness boundaries.	Further or Higher Education Qualification.
Relevant Experience	Experience of working in or with voluntary and community organisations.	Experience of liaison/consultation with Local Authority and Health Services.
Knowledge/Skills	<p>Experience of multi-agency working.</p> <p>Provision of written and oral reports to a variety of audiences.</p> <p>Experience in managing contracts</p> <p>Computer Literate</p> <p>Knowledge of voluntary sector issues</p> <p>Understanding of current issues affecting health and social care including commissioning processes.</p> <p>Training/presentation skills.</p> <p>Knowledge and skills in working with groups.</p> <p>Ability to communicate effectively with a wide range of people in formal and informal situations.</p> <p>Ability to analyse complex information and disseminate in an accessible format.</p> <p>Monitoring and evaluation skills</p>	<p>Knowledge of voluntary sector management and charity legislation.</p> <p>Knowledge of health and social care structures, and processes.</p>
Personal Attributes	<p>Able to work independently and as part of a team.</p> <p>Committed to equal opportunities.</p> <p>Able to learn and adapt to changing circumstances, including lateral thinking and generating potential solutions.</p> <p>Able to form good working relationships.</p> <p>Willingness to undertake further appropriate training</p>	
Additional Factors	<p>Able to work occasional evenings and weekends.</p> <p>Able to travel easily around the Borough.</p>	