
LEATHERHEAD START

PERSON SPECIFICATION

BOARD MEMBER

We are looking for new Board Members who can demonstrate the following competences and we will be looking for evidence of these during the selection process.

<p>Strategic Understanding</p> <ul style="list-style-type: none">▪ Ability to see the wider picture▪ Planning within that▪ Contributing to change and innovation▪ Creativity, innovation and an entrepreneurial approach <p>Analytical Thinking</p> <ul style="list-style-type: none">▪ Analysing and interpreting written and numerical information▪ Making decisions and solving problems	<p>Communication & Negotiation</p> <ul style="list-style-type: none">▪ Writing skills▪ Speaking with clarity and sensitivity▪ Effective listening▪ Negotiating and influencing▪ Establishing effective relationships with others, including teamwork
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Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use your CV or covering letter to demonstrate your capabilities in relation to each of the criteria listed in **Sections 1 and 2** below (addressing each point in order).

1. SPECIFIC QUALIFICATIONS AND EXPERIENCE

Please a covering letter with your CV to demonstrate any experience and positive achievement you may have in the following areas:

- 1.1 Management of resources and/or people.
- 1.2 Experience in one or more of the following areas of work:
 - Public relations
 - Marketing
 - Fundraising
 - Human resources
 - IT strategy
 - Law (e.g. human rights, employment law, housing law)
 - Business skills, i.e. cost/benefit analysis, forming budgets
 - Housing
 - Learning Development

2. SPECIAL KNOWLEDGE AND ROLE REQUIREMENTS

- 2.1 Genuine interest in and support for LHS aims and objectives.
- 2.2 General understanding of the role and resourcing of the voluntary sector and of the role of voluntary boards and their responsibilities and operation.
- 2.3 Ability to read and understand accounts and financial documents.
- 2.4 Understanding of the importance of good practice in human resources management and staff development.
- 2.5 Commitment to ensuring diversity and equality of opportunity in service provision and employment.

3. ADDITIONAL ROLE REQUIREMENTS

- 3.1 Membership of the Board is undertaken on a voluntary basis and the limit this imposes on the time that members can contribute to LHS is acknowledged. However Board members are required to attend meetings regularly, and to offer some time outside of meetings, including informal telephone contact (a maximum of 6 hours per month on average). You are also required to visit LHS from time to time to assist with user involvement.
- 3.2 Willingness to undertake training in those areas which are necessary for the performance of your work as a Board Member, e.g. induction day.
- 3.3 Willingness to take part in promoting the work of LHS through use of social and professional contacts, and participation in marketing and fundraising activities.