



Personnel Specification

Title of post: Coordinator – Strategic Lead (21 hours)

Duration: Fixed term 12 months

Department/Unit: Coordination

| Requirements | Essential | Desirable |
|---------------------------|--|--|
| Knowledge required | Understanding of collective management structures Experience of developing business strategies Working knowledge of using windows, Microsoft office, Outlook and file management systems | Degree or degree level qualification |
| Strategic Lead | Experience in leading discussions around service delivery, especially in the legal sector Experience of organising strategic events (or similar), trying to pull out issues that should be included in a Business Plan Understanding of the methodology of a Business Plan and how | Experience in developing a Business Plan in a legal setting Experience of presenting business plan type documents to management. Understanding of the voluntary / not-for-profit advice sector |

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| | <p>the Action Plan impacts on it. Understanding the methods of monitoring to ensure that both documents are kept up to date.</p> | |
| Networking | | Existing relationships with partners |
| Disposition and Attitudes | <p>Motivation to join and share ethos of Derbyshire Law Centre</p> <p>Commitment to equal opportunities</p> <p>Commitment to professional development</p> <p>Self-motivated and able to work on own initiative</p> <p>Reliable and flexible in approach to work</p> <p>Honest and able to maintain confidentiality</p> <p>Ability to self-service and produce own documents</p> <p>Commitment to collective management</p> | |
| Special requirements | <p>Prepared to work occasional evenings and weekends</p> <p>Able to drive and have access to own transport</p> | |