

**CENTRE FOR LOCAL ECONOMIC STRATEGIES (CLES)**

**PERSON SPECIFICATION**

<b>Position:</b>	<b>Associate Director (1-year fixed term)</b>		
<b>Reports to:</b>	<b>Chief Executive</b>		
<b>Prepared:</b>	<b>September 2020</b>		
		<b>CRITERIA</b>	<b>ASSESSMENT</b>
<b>QUALIFICATIONS/SKILLS/KNOWLEDGE</b>			
	Degree in a relevant social science discipline	Essential	CV
	Post graduate degree in a relevant social science discipline	Desirable	CV
	Knowledge in at least two relevant policy areas: <ul style="list-style-type: none"> <li>• Alternative models of enterprise ownership</li> <li>• Making financial power work for local places</li> <li>• Socially productive use of land and property</li> <li>• Participative and representative democracy</li> </ul>	Essential	CV, Interview, and covering letter
	Excellent communication skills, both verbally and written	Essential	CV and Interview
	Excellent people/project management skills	Essential	CV
	Excellent analytical skills	Essential	CV and Interview
	Excellent IT skills, specifically use of Microsoft Office	Essential	CV
<b>EXPERIENCE OF</b>			
	Working in a senior management role	Essential	Covering letter and interview
	Leading/supporting organisational change	Desirable	Covering letter and interview
	Network and alliance building, developing and maintaining relationships	Essential	Covering letter and interview
	Representing and advocating for an organisation with partners, funders	Essential	Covering letter and interview
	Body of work in one or more of our targeted geographies of Scotland, West Midlands and/or Greater London	Desirable	Covering letter and interview
	Delivering consultancy, policy or research work	Essential	Covering letter and interview
	Working within an organisation focusing on: <ul style="list-style-type: none"> <li>• economic and/or community development</li> <li>• public policy</li> <li>• public sector reform</li> </ul>	Desirable	Covering letter and interview
<b>WORK RELATED CIRCUMSTANCES</b>			
	The ability to travel widely within the UK from a Manchester base	Essential	Interview