



## **Brentwood Diocese**

### **Brentwood Diocesan Education Service (BDES) - Catholic Multi Academy Trust (CMAT) Development Officer**

#### **Person Specification**

##### **Essential Skills/Experience/Knowledge**

- Experience of working at a senior level of school and MAT leadership in a Catholic context
- Experience of being a Governor or a Trustee
- Experience and knowledge of the principles that underpin Catholic education
- Knowledge and understanding of the statutory responsibilities of school Governance in Voluntary Aided Schools and Academies
- Experience of successfully managing a development programme through from start to finish
- Ability to analyse, manipulate and report on a wide range of data
- Excellent Microsoft Office skills, including Word, Excel, PowerPoint
- Ability to communicate with confidence at all levels
- Strong organizational and time management skills.
- Punctual, reliable and able to maintain confidentiality at all times
- Ability to multi task, plan and prioritise in a busy working environment
- Accuracy and attention to detail
- Professional approach with excellent interpersonal skills, ability to develop good working relationships
- Proactive and logical with the ability to stay calm when under pressure

##### **Desirable Skills/Experience/Knowledge**

- Relevant experience or qualification in relation to school standards
- Relevant experience of communicating with media or press

##### **Key Attributes**

- Understanding of, and empathy for, the mission and ethos of the Catholic Church in education
- Enthusiastic and proactive
- Genuine Integrity, reliability and trustworthiness
- Generosity of spirit
- Flexibility – a willingness and ability to embrace change and work hard
- Commitment to the highest standards
- Commitment to finding solutions
- Energy, stamina, resilience – and a sense of humour
- Disciplined approach to following up on outstanding queries

- Tact and courtesy

**Qualifications/Professional Development:**

- |   |                  |
|---|------------------|
| • Good Broad education, Mathematics and English equivalent to GCSE level 5+ | <b>Essential</b> |
| • Degree or equivalent  | <b>Essential</b> |
| • Higher Degree relating to education and school standards                  | Desirable        |
| • Evidence of ongoing professional development                              | <b>Essential</b> |
| • Full driving license and access to a car                                  | <b>Essential</b> |

Please send a CV and a covering letter, highlighting why this post is of interest to you and how your skills and experience make you a suitable candidate for the role, to [recruitment@dioceseofbrentwood.org](mailto:recruitment@dioceseofbrentwood.org) by Monday 18<sup>th</sup> March Interviews and tasks are likely to take place on Friday 22<sup>nd</sup> March 2019.