



**FAIRSHARE CREDIT UNION
DIRECTOR – PERSON SPECIFICATION**

Role Purpose:

- To work in collaboration with the other members of FAIRSHARE Credit Union’s Board of Directors to determine all the policies and procedures of FAIRSHARE Credit Union.
- FAIRSHARE Credit Union’s Board of Directors will take strategic responsibility for organising and controlling the affairs of FAIRSHARE Credit Union responsibly and effectively.

FACTORS	ESSENTIAL
EXPERIENCE	<ul style="list-style-type: none"> • Experience of general and/or financial management • Member-focused and customer-focused work • Experience of presenting to a wide range of audiences • Provide information and respond to complex queries as appropriate • Build relationships and promote teamwork with Committee members, other volunteers and staff
TRAINING	<ul style="list-style-type: none"> • Willingness to undertake further learning and development
KNOWLEDGE	<ul style="list-style-type: none"> • General understanding of credit unions and how they operate • Knowledge of the skills required to run a small business • Understanding of financial services in general
SKILLS	<ul style="list-style-type: none"> • Excellent oral communication and presentation skills • Excellent interpersonal skills which include the ability to actively contribute to the decision-making process • IT skills including the ability to use email, MS Office and presentation software • Co-ordination and organisation of self and a small group of other volunteers
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Work under own initiative within defined parameters • Ability to undertake duties in a timely manner • Flexible & innovative approach to work • Ability to deal with difficult situations sensitively
OTHER	<ul style="list-style-type: none"> • Maintain high levels of confidentiality of sensitive issues at all times • Commitment to diversity and equal opportunities • Willing to work outside normal hours and location subject to personal circumstances and advance notice within set time