**Skills Set and Knowledge Base for SAVIN Administrators**

Prior to the 2011 SAVIN National Training Workshop, the National SAVIN Training and Technical Assistance Project Team developed a list of the skills and knowledge necessary to be a good SAVIN Administrator, and to manage an effective SAVIN Program. At the three 2011 Workshop sessions on mentoring, participants carefully reviewed the existing list, and added their own excellent suggestions based upon their personal experiences. Your Project Team is grateful for this valuable input.

The updated *Skills Set and Knowledge Base for SAVIN Administrators* is highlighted below:

**Skills Set**

* Capacity to develop, maintain and promote a victim-centered perspective for SAVIN
* Diplomacy skills that help *reflect* and *respect* the unique perspectives of SAVIN stakeholders
* Program and project management (including prioritizing activities and multi-tasking, as needed)
* Information technology (applications, communications, website development, and project management software)
* Understanding of data management, data monitoring, and data flow
* Ability to effectively work and communicate with SAVIN service providers
* Ability to write and negotiate contracts; develop a budget; and develop memoranda of understanding (MOUs) for key SAVIN stakeholders
* Strong communication skills (oral, written, telephonic, and electronic)
* Ability to maintain accurate, detailed and organized documentation
* Ability to establish and maintain positive working relationships with an extensive, diverse group of stakeholders and end users
* Leadership skills to promote collaboration in SAVIN program planning, implementation and evaluation
* Capacity to educate state Executive and Legislative branches about SAVIN, and support public policy that helps sustain SAVIN programs
* Grant writing and other resource development skills that contribute to the sustainability of the SAVIN program
* Ability to provide training and technical assistance to diverse criminal justice, victim assistance and allied professionals
* Ability to effectively reach out to various victim/survivor populations, including those that are traditionally under-served
* Strong capacity for public speaking and public outreach
* Grant monitoring and reporting
* Strategic planning and implementation
* Program evaluation (including cross-agency assessment and evaluation)
* Ability to compile and analyze data from multiple sources to generate reports
* Capacity to plan, conduct and document meetings
* Cultural competence

**Knowledge Base**

The Administrator must be knowledgeable about:

* The state’s criminal justice system
* Statutory and/or constitutional rights for crime victims in his/her state, with an emphasis on victims’ rights to information and notification
* SAVIN program’s role within the criminal justice system as it relates to the rights of victims to receive information and notification services
* The impact of crime on victims (psychological, physical, financial, social and spiritual)
* The Justice Information Exchange Model (JIEM)
* Technology used as part of, or affecting, a SAVIN program including critical offender and victim data
* Victim assistance services and resources to provide victims and survivors with additional information and referrals
* National victim assistance and criminal justice resources that can enhance a state’s SAVIN program
* The overall mission and goals of the agency that sponsors the SAVIN program