

PERSON SPECIFICATION - CHIEF EXECUTIVE

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> - Relevant degree or equivalent 	<ul style="list-style-type: none"> - MBA or other postgraduate qualification
Experience and knowledge	<ul style="list-style-type: none"> - Experience in a senior management position - Knowledge of the voluntary sector - Ability to work with a Board or similar governing body - Understanding of organisational strategy, development and behaviour - Commitment to the principles of partnership working - Experience of leading and developing a team and delegating responsibility effectively - Proven record of developing and delivering projects - Experience of risk management - Active involvement in financial planning - Proven experience of proactive and open people management - Working knowledge of Health and Safety compliance 	<ul style="list-style-type: none"> - Membership of professional body or similar - Experience of working within the voluntary sector - Extensive experience and evidence of working in partnerships - Experience of financial management in a similar business environment - Knowledge of charity funding and charitable funding streams - Experience of attracting funding from outside bodies - Knowledge of contract management - Working experience of managing change within an organisation
Skills	<ul style="list-style-type: none"> - Good IT skill sets - Ability to lead by empowerment while retaining responsibility - Openness to creative thinking, both within and outside the organisation 	<ul style="list-style-type: none"> - Advanced knowledge of IT skills and business systems, and practical familiarity with their use - Tact, diplomacy and proven business skills - Experience of dealing with the media

	<ul style="list-style-type: none"> - Excellent communication and presentation skills - Ability to communicate and network effectively with a diverse range of people and organisations - Excellent organisational, self-discipline and business planning skills - Effective time management skills - Sound financial skills - The skill to negotiate effectively - Excellent written skills with the ability to write reports clearly, concisely and without jargon 	<ul style="list-style-type: none"> - A record of achievement in adversity - Practical experience of successful employee relations handling
Personal qualities	<ul style="list-style-type: none"> - Commitment to implementing the values of equal opportunities - Excellent team worker with the ability to inspire and motivate others - Ability to work under pressure with a high level of personal integrity and professional behaviour - A readiness and enthusiasm to embrace change and support others - Ability to respond to management problems intuitively and imaginatively - An outgoing, sociable personality, self motivated with high levels of enthusiasm - The stamina to sustain the demands of a full-time executive position and the willingness to work unsocial and extra hours when necessary - Ability to generate innovation from within the organisation 	