

PERSON SPECIFICATION

POST	Chief Executive Officer	JOB REFERENCE No.	08/17
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The following Person Specification should be read in conjunction with the Job Description related to this post. It is not intended to be exhaustive but is designed to give applicants a broad picture of the knowledge, skills and abilities required to carry out the job.

REQUIREMENT	ESSENTIAL	DESIRABLE
Experience, skills and abilities	<ul style="list-style-type: none"> • Inspirational and experienced leader, manager and team player with a clear, open, fair and flexible style, and able to build and sustain positive relationships. Able to ensure aims, outcomes and targets are achieved. • Able to think and act strategically, with good decision making, organisational and planning skills. • Sound understanding of project management and business development. Able to set direction, develop and implement business plans, and encourage and support new ideas and ways of working. • Confident in managing charity finances, setting targets and monitoring performance. • Clear understanding of different fundraising and evaluation methods. • Able to develop and implement policies and carry out administrative tasks necessary to meet the demands and needs of the organisation. • Ability to maintain and actively develop a network of contacts, present information and facilitate activity. Confident speaking in public to groups. • Able to work with and support a Board of Directors, ensuring effective and appropriate governance is in place. Knowledge of requirements of good governance. • A clear understanding of the principles and value of youth work • Practical experience of health and safety requirements, risk assessment processes and supporting measures 	<ul style="list-style-type: none"> • Experience of working in a youth work setting • Experience of grant and community fundraising • Experience of working in a senior position in the third sector
Personal Skills	<ul style="list-style-type: none"> • Excellent communicator (both orally 	

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	<p>and in writing) able to quickly process, share and communicate information and convey persuasive arguments in a succinct, clear and accurate manner.</p> <ul style="list-style-type: none"> ● Ability to adapt leadership style and approaches as appropriate ● Highly motivated with good initiative able to prioritise and manage workload personally and for the team within the time available. 	
Administration Skills	<ul style="list-style-type: none"> ● Confident in the use of Microsoft Office (especially Word and Excel) ● Ability to write and present reports and presentations 	<ul style="list-style-type: none"> ● Experience of payroll and book keeping systems ● Experience of running Quickbooks
Health & Safety aspects	<ul style="list-style-type: none"> ● Must hold a full driving licence ● Experience of creating and maintaining effective health and safety systems 	<ul style="list-style-type: none"> ● Current HSE - First Aid certificate ● DI and experience of driving a minibus
Teamwork skills	<ul style="list-style-type: none"> ● Able to engage effectively with people from a variety of backgrounds and with different experiences ● Able to work on own initiative 	