



Person Specification for Chief Executive Officer

Requirements	Essential	Desirable	Assessment Process
Qualifications & Training	<ul style="list-style-type: none"> - Post-graduate Diploma in Management or relevant professional qualification plus management training. - Evidence of ongoing professional development. 		<ul style="list-style-type: none"> - Application, certificates, and details of any management or other relevant training undertaken.
Previous Work Experience	<ul style="list-style-type: none"> - Minimum of five years' experience at senior management level in public, voluntary or statutory sector. - Experience of successful tendering for contracts. - Track record of developing & implementing new services including obtaining funding & resources. - Project management. - Financial planning. - Financial management. 	<ul style="list-style-type: none"> - Experience with an organisation that provides information and advice. - Experience as a Company Secretary. 	<ul style="list-style-type: none"> - Application, interview and References.

<p>Specific Knowledge/Skills/Abilities Required</p>	<ul style="list-style-type: none"> - Experience and understanding of Charity Company Governance and the key role of Trustees. - Ability to develop and maintain productive working relationships with stakeholders, other organisations and Carers on a local and national level. - Knowledge of Charity law and Regulation. - Performance management. - Understanding of issues related to equality, diversity and inclusion. - Ability to be innovative in developing service delivery. - Ability to meet deadlines. 	<ul style="list-style-type: none"> - Experience in writing tenders. - Experience of working with NHS commissioners and local Authorities. - Understanding of the difficulties facing Carers from a variety of cultures and backgrounds, and ways in which support needs can be addressed. - Understanding of marketing. 	<ul style="list-style-type: none"> - Application, interview, presentation/discussions with Carers and DCA staff plus References. - Application, interview, presentation/discussions with Carers and DCA staff plus References.
<p>Interpersonal Skills</p>	<ul style="list-style-type: none"> - Proven team building and leadership skills. - Clear communicator both written & verbal. - Effective presentation and facilitation skills. - Ability to demonstrate empathy and understanding towards Carers. 	<ul style="list-style-type: none"> - Effective networking skills. 	<ul style="list-style-type: none"> - Application, Interview, presentation/discussions with Carers plus DCA staff and References.

Additional Requirements	<ul style="list-style-type: none">- Understanding of Data Protection issues and implications for Data Management.- IT skills including Word, PowerPoint, Excel, Outlook.- Car owner and driver.	<ul style="list-style-type: none">- Working understanding of IT Systems.	<ul style="list-style-type: none">- Application, and interview.
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