



Registered Charity No: 1150898

## Person Specification – Chief Officer

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>• Relevant NVQ Level 4 or equivalent qualification</li> </ul>	✓	
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively – face to face, by phone or in writing with a cross-section of the community</li> <li>• Ability to adapt readily to change and work effectively with individuals or groups</li> <li>• Sound financial understanding</li> <li>• Ability to analyse and develop new and existing service areas</li> <li>• Highly developed problem solving skills, able to work under pressure</li> <li>• Good working knowledge of Microsoft Office, Google Drive, Internet etc</li> <li>• Ability to utilise statistics from database for Management reporting</li> <li>• Understanding and implementation of Confidentiality, Data Protection, Health and Safety, Equal Opportunities, Diversity etc</li> <li>• Effective presentation skills</li> <li>• Website, Social Media and publicity knowledge</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Recent experience of managing a service offering support to the community</li> <li>• Recruitment, training, supervision and management of paid and volunteer staff, including appraisal as necessary</li> <li>• Working with partners and stake-holders to increase effectiveness and quality of services</li> <li>• Training and group work experience</li> <li>• Experience of reporting to and working with a Management Committee</li> <li>• Health, Social Care or Third Sector experience</li> <li>• Experience making grant application to funders</li> </ul>	✓ ✓ ✓	✓ ✓ ✓ ✓
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Access to and use of a vehicle</li> <li>• Willingness to be flexible in your work with occasional evening and weekend appointments</li> <li>• This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a DBS check as part of the recruitment process</li> </ul>	✓ ✓ ✓	