



Registered Charity No: 1150898

Person Specification – Chief Officer

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