**GEEZA BREAK**

**PERSON SPECIFICATION – CHIEF EXECUTIVE OFFICER**

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** | | |
|  | Must have a SVQ Level 4 in Childcare or the equivalent. | A SVQ Level 4 in management or the equivalent. | |
| **EXPERIENCE** | | | | |
|  | A minimum 5 years’ demonstrable experience of management at a senior level within a comparable organisation. | Demonstrable experience of working within a charity or care environment. | |
|  | Experience of working effectively with and reporting to a voluntary Board of Directors. |  | |
|  | Previous responsibility for developing, influencing and managing organisational policy decisions at a senior level. | Demonstrable experience of strategic planning and negotiation, with funding and regulatory bodies. | |
|  | Demonstrable experience of working directly with the community and involvement in community projects, of a substantial permanent nature. |  | |
|  | Demonstrable financial, budgetary development and HR management experience.  . | Knowledge of Health and Safety and the resulting legal requirement | |
|  | Demonstrable experience of producing, interpreting and presenting relevant statistical information. |  | |
|  | Demonstrable experience of implementing organisational change programmes/projects and in making improvements to enhance performance. |  | |
| **SPECIAL SKILLS** | | | | |
|  | Demonstrable ability to problem solve effectively. | |  | |
|  | Excellent planning, time management and organisational skills. Must include demonstrable evidence of personal effectiveness and the ability to ensure deadlines are met. | |  | |
|  | Effective and clear presentation and communication (both oral and written) skills. | | Demonstrable experience of public speaking. | |
|  | Demonstrable evidence of leadership experience and skills. | |  | |
|  | Demonstrable evidence of ability to develop and maintain positive working relationships at all levels of the organisation. | | Demonstrable ability to handle conflict. | |
|  | Good report writing skills and ability to produce clear and concise written reports. | |  | |
|  | Demonstrable ability to work on own initiative. | |  | |
|  | Demonstrable computer and word processing skills | | Knowledge and experience of the MS applications | |
| **PERSONAL ATTRIBUTES** | | | | |
|  | Can evidence a personal commitment to the principles of equal opportunities. | |  | |
|  | Demonstrable commitment to providing a customer orientated service, ensuring high standards and efficiency. | |  | |
|  | Have a flexible approach towards work. | | Possession of a “clean” driving licence | |
| **CIRCUMSTANCES** | | | | |
|  | Must be able to work flexibly and at irregular hours and at other times, over 7 days, when required to fulfil the duties of the role. | |  | |