

CEO Person Specification



| Criteria | Essential | Desirable | Assessment |
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| Qualifications & Training (i.e. the level of education & professional development that the job requires) | At least one of the following: <ul style="list-style-type: none"> • Diploma/Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice • Diploma in Probation Studies • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option) | <ul style="list-style-type: none"> • Membership of a relevant Recognised Professional Institute • Management Qualification | Certificates |
| Experience (i.e. the quality or quantity of different experiences that the job requires) | <ul style="list-style-type: none"> • At least 2 years senior management in a relevant organisation for example, Probation, social work or charity running criminal justice interventions • Record of significant leadership and proven track record of designing managing and implementing change in a senior leadership role • Experience of, and empathy with, people within the criminal justice system and their families/support networks • Strong track record of being an effective leader with an ability to positively influence • Experience of health and safety and equalities management • Experience in business development • Experience of setting organisational policy | <ul style="list-style-type: none"> • Experience of managing budgets / agreeing resource allocation • Experience of working with voluntary trustees • Experience of the public sector contract processes and tendering • Experience of working successfully with external agencies • Knowledge and/or experience of MOJ/ Probation service structures, funding and regulation | CV, Covering letter, Interview, presentation |
| Knowledge, skills & competencies (i.e. the specific skills and knowledge that the person is required to bring to the job and the behaviour that is needed for effective performance) | <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent interpersonal and negotiation skills • Excellent organisational and planning skills • IT skills; fully conversant in the use of Word, email, internet and Excel • Creative, innovative and prepared to challenge present circumstances and be challenged personally • Confident, credible and authoritative presentation skills • Ability to respond to and lead change • Ability to manage conflict | <ul style="list-style-type: none"> • A working knowledge of the legislation affecting an organisation within the Probation Service • Familiarity with nDelius • Commercially astute and highly numerate with an understanding of organisational budgets and accounts • Statistical & financial skills in relation to quality systems and performance management | CV, Interview, presentation |

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| | <ul style="list-style-type: none"> • Ability to analyse information and make decisions in complex situations • Ability to mentor and develop others • Pro-active and adaptable management style • Ability to delegate without abdicating responsibility | <ul style="list-style-type: none"> • Excellent problem solver & rational thinker • Knowledge of PowerPoint | |
| General attributes (i.e. aspects of the personality & beliefs that are required to carry out the post effectively) | <ul style="list-style-type: none"> • An inspirational and resilient leader • Supportive team leader, builder and member • Ability to motivate self and others • A good listener • Able to think and act quickly in an often pressurised environment • Able to see tasks through to completion • Self-managing: an ability to build and maintain relationships at all levels • Able to manage and prioritise use of time effectively • Commitment to equality and inclusion and an understanding of their relevance to the role and the Charity | | Covering letter, Interview, presentation |
| Other | <ul style="list-style-type: none"> • Ability to adapt role and hours to changing demands of the Charity • Willingness to participate in the out of hours on call rota (approx. 1 week in 5) • Prepared to travel to and attend off site meetings • Attendance and contribution to regular Trustee meetings • An understanding of the sensitive / confidential nature of the information handled whilst working in this service | | Interview |