

Person Specification for role of Chief Executive Officer

Assessed via: **A** – application (includes cover letter and CV), **I** – Interview, **P** – Presentation

Attributes	Essential	Desirable
Qualifications/Experience	<ul style="list-style-type: none"> • Proven record of CEO or Senior Manager experience within the healthcare/charity sector or similar role (A&I) • Experience of working with and supporting volunteers (A,I) 	<ul style="list-style-type: none"> • Educated to Degree Level standard or equivalent (A)
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent communication skills, both verbal including public speaking and written (A,I) • Proficient in the use of Microsoft Office programs, i.e., Outlook, Word, Excel (A,I) • Ability to plan, monitor and deliver support/initiatives to agreed deadlines (A,I) • Excellent organisational and leadership skills (I) • Experience of using a work-related database or CRM system. (A,I) • Familiar with charity functions, fund raising, PR, Marketing, Service Provision etc. • In depth knowledge of charity governance and general management best practice • Analytical abilities and problem solving skills 	<ul style="list-style-type: none"> • Knowledge of Myasthenia and related conditions (A,I) • Experience of Raiser’s Edge CRM system (I)
Attitude	<ul style="list-style-type: none"> • Flexible, enthusiastic and outcome focused with an ability to act on own initiative (A&I) • Ability to remain calm under pressure (I) • Effective collaborator (I) • An understanding of the need for confidentiality and discretion (I) • Professional approach to successful interaction with internal and external stakeholders (A,I) • An empathetic and understanding nature (I) • Dedicated to enhancing the wellbeing of those affected by Myasthenia (I) • A commitment to equality and diversity (A,I) 	

Other	<ul style="list-style-type: none">• Willingness to undertake training and personal development (I)• Flexibility to work evenings and weekends if required (I)• Able to attend biannual face to face all staff team meetings twice a year (I)	
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