

PERSON SPECIFICATION

JOB TITLE: Chief Executive Officer

Skills & Knowledge	Essential	Desirable
Excellent communicator, able to communicate with people at all levels and in different situations.	✓	
Tact, diplomacy and strong influencing/negotiation skills.	✓	
Commitment to collaborative working.	✓	
Proven ability to develop successful projects.	✓	
Knowledge of the High Peak community.		✓
Budget management and an ability to analyse statistical information.	✓	
Fully competent in IT and CRM systems including Microsoft Office.	✓	

Experience	Essential	Desirable
Experience of appreciating and assessing the needs of local communities to shape the development and delivery of services.	✓	
Experience of delivering capacity building/organisational development activity.	✓	
Experience of people management.	✓	
Experience of managing a mixed team of staff and volunteers.		✓
A solid understanding of challenges facing the voluntary sector.		✓
Experience of obtaining funding for project delivery.		✓

Qualifications	Essential	Desirable
A relevant professional/higher education qualification.		✓
Ability to travel throughout Derbyshire using own transport.	✓	