

**PERSON SPECIFICATION FOR THE POST OF  
CHIEF EXECUTIVE OFFICER**



ESSENTIAL		DESIRABLE	
Qualifications			
<ul style="list-style-type: none"><li>Undergraduate Degree level education</li></ul>		<ul style="list-style-type: none"><li>Further, relevant post-graduate or professional qualifications ideally in a related field</li><li>Evidence of recent continuing professional development</li></ul>	
Leadership & Management			
<ul style="list-style-type: none"><li>Demonstrable outstanding leadership skills, able to provide clear direction</li><li>Inspiring leader who can identify and develop talent and support team development</li><li>Evidence of the ability to manage change in a complex setting</li><li>Confident in working within agreed budgets and maximising income</li></ul>		<ul style="list-style-type: none"><li>Experience of managing a charity regulated by the Charity Commission</li><li>Experience of an organisation that is subject to external fixed term contract funding arrangements</li><li>Professional qualifications in leadership or management</li></ul>	
Skills			
<ul style="list-style-type: none"><li>Excellent networking skills, confident communicator, active listening skills, combined with strong interpersonal skills</li><li>Record of developing successful partnerships in accordance with the vision, mission and values of the organisation</li><li>Strong understanding of strategic and business planning with the ability to explain this to others</li><li>Demonstrate creativity and willingness to initiate change and new approaches for the benefit of Medaille</li><li>Ability to produce clear and accurate reports for the Board and external agencies often at short notice</li><li>Experience of negotiation and management of significant contracts and service level agreements</li><li>Excellent analytical skills with the ability to produce detailed proposals, statistics and reports</li></ul>			

ESSENTIAL	DESIRABLE
<b>Experience</b>	
<ul style="list-style-type: none"> <li>◆ Previous experience in the Modern Slavery field and/or experience of working with vulnerable adults</li> <li>◆ Experience of working in a Charity regulated by the Charity Commission</li> <li>◆ Experience of leading and developing a team of senior staff</li> <li>◆ Experience of leading an organisation with a large staff group</li> <li>◆ Experience of creating and managing budgets effectively</li> <li>◆ Confident public speaker and making presentations to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of developing new services</li> <li>◆ Experience of working with Religious Congregations and Communities</li> <li>◆ Experience of partnership working and setting up and maintaining professional networks</li> <li>◆ Experience of fundraising, PR</li> <li>◆ Experience of working with migrants including refugees and asylum seekers</li> <li>◆ Experience of dealing with victims of violence and aggression</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>◆ Knowledge and understanding of voluntary / charitable sector</li> <li>◆ Knowledge of Safeguarding Adults and current legislation</li> <li>◆ Knowledge of how best to use social media</li> <li>◆ Knowledge of statutory and other funding mechanisms including donor's</li> <li>◆ Committed to equality of opportunity, respect and dignity of all people</li> </ul>	<ul style="list-style-type: none"> <li>◆ Knowledge of the voluntary sector and an understanding of commissioning, contracts</li> <li>◆ Understanding of the aims and ethos of the Christian Church</li> <li>◆ Understanding of the UK NGO sector, especially in the Modern Slavery sector</li> </ul>