**PERSON SPECIFICATION**

**Position:** Chief Executive

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| **Essential** | **Desirable** |
| **Commitment to the community and voluntary sector** | |
| Fully committed to the sector, and to addressing the needs of individuals and communities, and other issues such as poverty and disadvantage that Space is focussed on. | A minimum of 5 years’ experience of working in the community and voluntary sector in a leadership role, with existing relationships across relevant areas of the sector. |
| **People management** | |
| A motivational leader, with excellent people development skills and the ability and willingness to challenge self and others to achieve more. | A relevant management and/or coaching qualification. A minimum of 5 years’ experience of managing individuals and teams. |
| **Financial management** | |
| Experience of managing budgets, underpinned by a proven track record of excellent financial management. | An understanding of both company and charity law, and a full understanding of relevant legal requirements. Experience of income generation, managing service contracts and managing budgets within a charity. |
| **Fundraising** | |
| A proven track-record of raising funds and a full understanding of how to work positively with funders. | Existing relationships with a wide range of funders. |
| **Leadership** | |
| Highly motivated and self-reliant, with the ability to set a clear vision for the future. | Experience managing organisational development and change. |
| **Service development** | |
| Experience of managing and developing excellent services in at least one area of direct relevance to Space & Broomhouse Hub: Youth Work, Family Work, Mental Health, Older People, Social Enterprise | Experience of managing contracts for services in areas of direct relevance. |
| **Partnership working** | |
| Excellent understanding of building and maintaining partnership relationships. | Experience of working in partnership with community and voluntary sector partners. |
| **Managing complexity** | |
| An ability to be flexible and resilient in managing multiple projects in a frequently changing environment. | Experience of managing an organisation which operates across multiple projects or work strands. |
| **Stakeholder management** | |
| An ability to manage stakeholders within health, social care and community contexts, as well as public sector and private sector. Experience working with a board of trustees. |  |
| **Communication skills** | |
| Excellent understanding of building relationships and adapting communications for different audiences.  Effective use of the media, including press and social media, to develop and maintain increasing engagement with the organisation’s activities.  An ability to write informative and accessible communications and reports for a variety of audiences. | Good working knowledge of computer software packages including Microsoft Teams, Outlook, Word, Excel and Powerpoint.  Knowledge of software such Zoom, Slack, Trello and other systems for managing projects or communications.  Experience of influencing and communications in relation to public partners and politicians locally and regionally. |
| **Evaluation skills** | |
| A good working understanding of the importance of and practical application of evaluation to support demonstration of the delivery of high quality, impactful services and to support the development of services. | First-hand experience of evaluating services. |
| **Working practices** | |
| Member of PVG Scheme, and a good understanding of key areas of direct relevance to Space & Broomhouse Hub, including Public Protection, Children and Adults. | First-hand experience in areas of direct relevance, e.g. Community Development, Youth Work, Social Care, Social Enterprise, Dementia Awareness. |
| **Personal strengths** | |
| An ability to operate autonomously.  An ability to remain calm and make decisions even in difficult circumstances.  An ability to find creative responses to  internal and external change for organisations. |  |
| **Community knowledge** | |
| Demonstrable understanding of the role of an organisation like Space within a community like Broomhouse. | Familiarity with Broomhouse and the wider South West Edinburgh locality. |
| **Education and qualifications** | |
| A good level of general education | A degree or professional qualifications in a relevant discipline. |
| **Travel** | |
| Willingness to travel within Edinburgh and occasionally further afield to represent Space. | Full current driving licence and car owner |