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| **CEO Person Specification** |  |
| **Qualifications** |  |
| Essential | Relevant professional/ managerial qualifications or management experience at a senior level |
| Desirable | Full driving licence |
| **Experience** |  |
| Essential |  |
| Staff management | Experience of line managing staff |
| Fundraising | Experience of leading or contributing to fundraising bids and funding applications |
| Third Sector experience | Experience of working in the Third Sector |
| Risk Management | Experience of assessing risk  |
| **Knowledge** |  |
| Essential |  |
| Third Sector and policy awareness | Broad knowledge of the Third sector and local regional and national policies that may affect the Third Sector or CACE |
| **Competencies** |  |
| Essential |  |
| Leadership skills | Uses appropriate interpersonal and management styles and methods to guide individuals and groups towards goals and through change |
| Planning and organising | Establishes an appropriate course of action for oneself and /or others to accomplish specific goals, manages time efficiently and meets deadlines.  |
| Judgement skills | Ability to make decisions, analyse information and determine priorities |
| Flexibility | Ability to adapt to situations appropriately. Ability to understand, respond to and lead change effectively. |
| Communication | Demonstrates clear communication skills at all levels across written and oral formats |
| Teamwork | Works with and empowers others to achieve common goals and standards |
| Initiative | Generates ideas and takes action to solve problems  |
| Financial | Ensures appropriate financial recording, planning and analysis, including the production of cash flows and understanding of accounts |

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by the Board.