# Important Information

The person specification below has been designed for the position of Deputy Chief Executive Officer with CVS Falkirk. It is a set of criteria which outlines the essential and desirable traits applicants should have for this role and is a key part of our recruitment process.

The person specification allows us to develop an objective list of what is needed for the role (“Essential”), and what is preferred (“Desirable). During the application process, it helps people interested in applying decide if the role would be right for them, and having this checklist assists us in our selection process.

However, you do not need to match every section of the person specification; if you believe that you have the qualities and experiences needed to succeed in the position, please explain this in your application.

# Person Specification

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| Skills and Abilities | |
|  | Essential or Desirable |
| Inspirational manager, team builder, and enabler | E |
| Ability to evaluate risk in the context of service delivery | E |
| Excellent negotiating skills | E |
| Cooperative team member | E |
| Uses sound judgment under pressure | E |
| Excellent communicator, both orally (including presentation) and in writing | E |
| Ability to quickly process and communicate complex information in a succinct and clear manner | E |
| Emotionally intelligent, able to build and sustain positive relationships | E |
| Highly motivated with good initiative, able to prioritise and manage workload within the time available | E |
| Excellent organisation and planning skills | E |
| Able to use own initiative and bring fresh ideas | E |
| Flexible (thinking, approach and work-pattern) | E |
| Committed to social justice, diversity and equality | E |
| Confident in the use of IT in a flexible working environment | E |
| Able to meet deadlines | E |
| Calm under pressure | E |
| Ability to contribute at strategic level and Board level | D |

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| Experience | |
|  | Essential or Desirable |
| Managing operational delivery with extensive experience of operating within a complex and fast-moving environment with links to a wide range of external organisations | E |
| Managing contracts and service level agreements between the statutory and voluntary sectors | E |
| Effectively leading and managing a team, including improving team and individual performance | E |
| Confidence in managing budgets | E |
| Speaking in public or to large groups | E |
| Preparing successful funding proposals to national and local funders | E |
| Developing, implementing, and monitoring operational plans | E |
| Multi-agency, cross-sector partnership working | E |
| Developing and implementing quality assurance and evaluation frameworks | E |
| Working with/in a CVS, VC, TSI or Social Enterprise | D |
| Managing teams delivering capacity building programmes across a range of themes | D |
| Working with communities in various settings | D |
| Working with volunteers or being an active volunteer | D |
| Results orientated through collaboration | D |

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| Knowledge | |
|  | Essential or Desirable |
| Understanding of the voluntary, community and social enterprise sectors | E |
| Understanding of volunteering and good practice in volunteering | E |
| Knowledge of good practice in relation to resource and staff management, support and supervision | E |
| Understanding of wider relevant social policy in Scotland and across the UK | D |
| Understanding of performance monitoring and evaluation systems | D |
| Knowledge of the Scottish funding landscape and their priorities | D |

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| Training and Qualifications | |
|  | Essential or Desirable |
| Degree or equivalent | E |

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| Other | |
|  | Essential or Desirable |
| Commitment to the work of the third sector | E |
| Driving licence | E |
| Familiarity with Falkirk and District (geography) | D |