



CACE (Cumbernauld Action for Care of the Elderly) Chief Executive Officer (CEO)

Person Specification

Qualifications

- **Essential:** Relevant professional/managerial qualifications or management experience at a senior level.
- SCQF Level 9 or SCQF Level 10 (relevant experience instead of qualification may be considered).
- **Essential:** Full driving licence.

Experience

- **Essential:** Staff management – Experience of line managing staff.
- **Essential:** Fundraising – Experience of leading and contributing to fundraising bids and funding applications.
- **Essential:** Third Sector experience – Demonstrable experience of working in the Third Sector.
- **Essential:** Risk Management – Experience of assessing risk, utilising external relationships where appropriate to action and mitigate 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 our organisation.

Competencies

- **Essential:** Leadership skills – Uses appropriate interpersonal and management styles and methods to guide individuals and groups towards goals and through change. Coaches and leads in a collaborative manner, bringing the team together and on the journey of development in the community.
- **Essential:** Planning and organising – Ability to organise a busy and varied workload, prioritise workload and deadlines, and identify appropriate courses of



action for achieving specific goals. Effective time management with occasional conflicting deadlines.

- **Essential:** Decision Making Skills – Ability to make decisions with sound judgement, analyse information, and determine priorities.
- **Essential:** Flexibility – Ability to adapt to situations appropriately and lead change effectively.
- **Essential:** Communication – Demonstrates excellent communication skills at all levels, both written and oral. Confidently communicates and establishes strong community relationships as well as external partnerships and stakeholders. Ability to listen to feedback from service users, staff, and volunteers to ensure effective communication across all areas.
- **Essential:** Teamwork – Ability to work well with others collaboratively, empowering them to achieve common goals and standards.
- **Essential:** Initiative – Ability to generate ideas and take action to solve problems.
- **Essential:** Financial – Ensures appropriate financial recording, planning, and analysis, including the production of cash flows and understanding of accounts. Develops strong relationships with funders and external financial partners to ensure the financial success of the charity.

