

Person Specification

Job Title: Chief Executive

(Full-Time @ 35 hrs p/wk)

Job Ref: YS-CE26

	Essential	Desirable
1. Educational/Professional Qualification		
https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf		
Degree or equivalent qualification in Youth Work or Community Learning & Development	✓	
Leadership and Management qualification		✓
2. Career Experience		
Strategic and operational Leadership	✓	
Strategic and organisational Planning	✓	
Managing a significant organisation, department or service	✓	
Working in complex environments	✓	
Planning and managing complex projects or programmes	✓	
Staff management, including personal development and objective setting	✓	
Track record of substantial funding, fundraising and income generation	✓	
Dealing with the press and media	✓	
Extensive experience of managing budgets based on a complex funding environment	✓	
Monitoring and evaluation of projects and programmes	✓	
Experience of promoting and supporting events.	✓	
Experience of working with designers, printers and web-agencies.		✓
Work with young people and/or youth workers in a professional and/or voluntary capacity		✓
Experience of volunteering		✓

	Essential	Desirable
Experience of being a Trustee within the voluntary sector		✓
Experience supporting and communicating with a Board of Trustees		✓
3. Specialist Knowledge/Experience		
Strong understanding of the youth work policy landscape in Scotland	✓	
In-depth knowledge of youth work, volunteering and workforce development	✓	
An understanding of the funding landscape in the public, private and voluntary sectors and how it impacts on voluntary sector organisations	✓	
Understanding of issues and challenges facing voluntary sector organisations	✓	
Detailed knowledge of Scottish charity law and governance	✓	
Awareness of the landscape of organisations and networks relevant to youth work, volunteering or workforce development		✓
Understanding of theories and practice of change and service improvement		✓
Strong understanding and knowledge of Safeguarding regulation, Health and Safety legislation and HR compliance and management		✓
4. Skills/Aptitudes/Potential		
Excellent strategic development and influencing skills	✓	
The ability to develop trusting, long term external relationships	✓	
The ability to inspire, motivate and challenge others	✓	
Excellent written and verbal communications, including experience in public speaking, report writing and dealing with government directorates, sector partners, the press and media	✓	
Business development skills	✓	

	Essential	Desirable
Ability to prepare and manage complex budgets of at least £100k	✓	
The ability to network across the public, private and voluntary sectors	✓	
Integrity, judgement and empathy with young people and adults. In addition, you will have to be: <ul style="list-style-type: none"> • Flexible • Inspiring • Resilient • Diplomatic • Creative • Open • Collaborative 	✓	
Expertise in MS Office365		✓
5. Personal Circumstances		
Full driving licence	✓	
Access to a car	✓	
Willing and able to work flexible hours which due to the geographical reach of the organisation can from time to time include travel and overnight stays away from home	✓	