

Person Specification for Chief Executive (CEO)

This person specification has been drawn up from the job description for this post and describes the knowledge, skills and attributes that are essential or desirable for the job.

Criteria	Essential	Desirable
Qualifications & Training (i.e. the level of education & professional development that the job requires)	1. Degree level qualification or equivalent through training and/or experience	1. Appropriate Masters qualification 2. Membership of a Recognised Professional Institute
Experience (i.e. the quality or quantity of different experiences that the job requires)	1. Record of significant leadership and delivering change and/or development in a senior leadership role in a complex organisation 2. Knowledge/experience of health/social care structures, funding and regulation 3. Experience of, and empathy with, people with disabilities and their families/support networks. 4. Leadership and development of similar or equivalent services to Walsingham Support 5. Strong track record of being an impactful ambassador and influencing / contributing to public policy 6. Proven record of successfully delivering financial sustainability 7. Experience of building, prioritising and managing cross-functioning budgets 8. Experience in business development 9. Experience of setting organisational policy	1. Experience in dealing with PR / Media
Knowledge, skills & competencies (i.e. the specific skills and knowledge that the person is required to bring to the job and the behaviour that is needed for effective performance)	1. A working knowledge of the wide range of legislation affecting an organisation in the Health & Social Care Sector 2. Excellent verbal and written communication skills 3. Excellent interpersonal skills 4. Excellent negotiation skills 5. Excellent organisation and planning skills 6. Fully computer literate: skilled in using Word, e-mail, Excel, PowerPoint and internet 7. Creative, innovative and prepared to challenge present circumstances and be challenged personally 8. Confident, credible and authoritative presentation skills 9. Ability to respond to and lead change 10. Able to manage conflict 11. Commercially astute and highly numerate with an understanding of organisational budgets and accounts 12. Ability to analyse information and make decisions in complex situations 13. Ability to mentor and develop others	1. Knowledge of fundraising channels and techniques 2. Specific Knowledge of the legislative framework in relation to Health and Social Care. 3. Knowledge and understanding of Local Authority and Health Service structures and practices

This person specification reflects the present requirements of the post and forms part of Walsingham Support's recruitment package, along with a job description, terms & conditions of employment, information about Walsingham Support and other particulars. Once a person has been recruited, these documents collectively form the post holder's contract of employment and, with their annual objectives, the means by which supervision, appraisal and support will be provided. In the light of regular appraisal discussions, the person specification may be reviewed and subject to amendment in consultation with the post holder.

	<ol style="list-style-type: none"> 14. Statistical & financial skills in relation to quality systems and performance management 15. Pro-active and adaptable management style 16. Excellent problem solver & rational thinker 17. Ability to delegate without abdicating responsibility 18. Able to assess and take risks 	
<p>General attributes (i.e. aspects of the personality & beliefs that are required to carry out the post effectively)</p>	<ol style="list-style-type: none"> 1. An inspirational and resilient leader 2. Supportive team leader, builder and member 3. Ability to motivate self and others 4. A good listener 5. Ability to work in a pressurised environment 6. Able to see tasks through to completion 7. Decisive, challenging and open to challenge and being challenged 8. Self-managing: an ability to build and maintain relationships at all levels 9. Demonstrate a commitment to Walsingham Support's Ambitions, Values and Strategic Aims 10. A commitment to involving individuals being supported in decision making 	
<p>Other</p>	<ol style="list-style-type: none"> 1. Ability to adapt role and hours to changing demands of the organisation 2. Willingness and ability to spend nights away from home 3. Willingness to travel to all areas of the organisation – some locations are more easily accessed by car so a valid driving licence is preferable. 4. Willingness to be flexible in working hours in response to changing demands of the organisation 	

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