

Chief Executive Officer

Person Specification

1. Leadership and change management

- 1.1. Experience of working at a strategic level including strategic planning, financial management and human resources management.
- 1.2. Demonstrable leadership qualities and change management abilities with the capacity to Lead, direct and support Sandwell Consortium to achieve its objectives and the ability to prioritise and delegate actions and activities effectively.
- 1.3. Demonstrable skills and ability to manage, develop and grow a voluntary sector organisation and a proven track record of successful organisational development.
- 1.4. Experience of developing, leading and delivery in multi-agency partnerships and with membership organisations at a senior level.
- 1.5. Experience of work at a senior level with commissioners, major funders and the ability to negotiate and influence decision makers.

2. Funding

- 2.1. Proven ability to sustain and broaden the income base of a voluntary sector organisation.
- 2.2. Experience of successful and sustained income generation through one or more of (a) competitive tenders (b) grant applications.

3. Strategic thinking

- 3.1. Significant evidence of strategic thinking and vision, with the ability to analyse complex concepts and information and translate these into business planning and income generation.
- 3.2. Knowledge and experience of co-design and co-production in strategic and operations contexts.
- 3.3. Proven experience and skills in developing strategies and business plans.

4. Financial Management

- 4.1. Demonstrable experience and abilities in financial management, budget setting, project delivery within budget and funder reporting.
- 4.2. Ability to interpret and analyse financial information.
- 4.3. Experience of managing contracts delivered indirectly through partner, member organisations on through a similar contractual relationship.

5. Governance

- 5.1. Experience of working with, developing and resourcing a board of directors.
- 5.2. Demonstrable ability to develop a positive, robust, mutually supportive and challenging relationship with a board.

6. People management

- 6.1. Sound people management abilities with at least five years' senior management experience.
- 6.2. Significant Experience of leading and managing small teams, conducting appraisals, supervision, professional development and performance management.
- 6.3. Experience of at least one of (a) matrix management (b) Consortium management (c) managing large diverse dispersed staff teams.

7. Service delivery

- 7.1. Experience of working with diverse, deprived and disadvantaged communities.
- 7.2. Experience of delivering and leading the delivery of a range of community-based services.
- 7.3. Experience of monitoring and evaluating services.
- 7.4. Experience of audit processes.
- 7.5. Experience of achieving a quality assurance for their organisation.

8. Profile raising and representation.

- 8.1. Demonstrable ability to maintain and raise the profile of and credibility of Sandwell Consortium and its members, representing the organisation externally at senior levels in a creative and courteous and shrewd manner.

9. Consortium Working

- 9.1. Experience of consortium working or working with membership organisations or an umbrella body. (d)
- 9.2. Demonstrable understanding of the role of 'membership/umbrella bodies' in leading, supporting and providing services to a diverse disadvantaged & deprived community.

10. Information and communication technology (ICT)

- 10.1. A good understanding of the strategic application of ICT to consortium/ membership/ multi-agency partnership. (d)
- 10.2. Demonstrable day to day proficiency and understanding of MS Office.

11. Communication and presentation

- 11.1. Demonstrable capacity to communicate complex ideas and messages clearly in writing and orally to a variety of different audiences.

12. Personal qualities

- 12.1. Demonstrable commitment to equality, inclusion, positively promoting diversity and challenging inequality in all matters.
- 12.2. Demonstrable commitment to champion innovation and new technology.

12.3. Able to work flexibly including evening and weekend working as required.

13. Other

13.1. Full UK driving licence and access to a vehicle for work purposes

(All elements are considered essential for this role except those followed with (d) – Which are desirable)