

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST

Chief Executive Officer

The person appointed to lead *Caritas Care* will be an ambassador for the charity and need the professional credibility to command the respect of staff, volunteers, supporters, users of the Charity's services, and organisation leaders across all sectors. Our next CEO will be an inspiring, collaborative and creative leader who is able to demonstrate that they have the relevant experience and capacity to lead effectively within the culture and principles of the Charity.

The person holding this senior position will respect and help develop further the ethos of this Charity as an organisation where the varied skills of all staff are valued. Where enthusiasm, hospitality and kindness is expected, and where all employees appreciate the part they have to play in making a positive difference to the lives of those with whom we work.

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/Attainments	<ul style="list-style-type: none"> A sound educational background to minimum of degree level A recognised management/leadership qualification (level 7 or equivalent) with demonstrable experience of leadership and management at a senior level 	<ul style="list-style-type: none"> Professional qualification in social work, health or other qualification/membership of a relevant professional body
Relevant Experience	<ul style="list-style-type: none"> Evidence of strategic thinking and vision, delivering a successful strategic plan. The ability to analyse complex concepts and information to define a clear direction for the charity and identify new business opportunities The ability to act strategically, considering the longer-term implications and trends and prepare robust business plans and budgets Proven leadership experience with the ability to lead, motivate, direct and support staff to achieve the charity's objectives to deliver quality services that are responsive to need Experience in change management, which leads to improved outcomes for service users 	<ul style="list-style-type: none"> Proven senior management experience preferably in the field of social care and/or health, in either the public or the voluntary sector. Knowledge of relevant legislation, regulatory requirements and inspection processes across the social care sector, including safeguarding and the requirements of the Charity Commission Knowledge/experience of delivering statutory services, commissioning, contracting with Local Authorities and of the voluntary sector; knowledge of the key political, social and

	<ul style="list-style-type: none"> • Experience of working with a board of management in a voluntary, public or private organisation and the ability to develop a positive, robust, supportive relationship with trustees to assess and mitigate risk • Experience of working in the charitable sector and the requirements of the Charity Commission • Experience of working in social care and a sound understanding of social work principles, safeguarding practice and regulatory inspection processes (Ofsted or CQC) • A proven track record of delivering services which achieve the best possible outcomes • A sound grasp of the strategic opportunities that ICT, social media and other digital platforms present • Knowledge and experience of financial management, budget preparation and budget control • Knowledge of GDPR principles • Demonstrable experience of effective communication mechanisms and representing an organisation at a national level as required • Management of people from a variety of backgrounds and disciplines • Project management – planning, implementing, monitoring and evaluating projects • Experience and sound understanding of safeguarding principles and practice for children, young people and vulnerable adults 	<p>economic issues affecting service provision in the voluntary sector</p> <ul style="list-style-type: none"> • The ability to broaden the income base of the charity and experience of successful contractual development and fundraising; experience of grant funding in or to the voluntary sector at trustee or staff level • Experience of managing services regulated by CQC, Ofsted or equivalent regulatory body
Relevant skills and competencies	<ul style="list-style-type: none"> • Communication – ability to communicate confidently, enthusiastically and effectively at all levels within Caritas Care and externally • Reporting – ability to communicate clearly and effectively in writing and produce well-written and timely reports for trustees, the staff group and external stakeholders • Public presentation – strong public speaking and networking skills and positive in promoting the work of Caritas Care to a variety of audiences through a variety of media 	<ul style="list-style-type: none"> • Knowledge of social care current legislation, regulations and inspection processes • Ability to identify need and draw up creative project proposals, lead and sustain projects through securing funds, negotiating contracts and where applicable, earning fees

	<ul style="list-style-type: none"> • Profile raising and representation - ability to raise and maintain the profile of Caritas Care, making representation externally at senior levels in a creative and appropriate manner • Policy development - capacity to develop the policies and procedures of Caritas Care and identify changing political, legal and environmental contexts which demand a policy response • Negotiating – well developed interpersonal, diplomatic and negotiating skills • Financial acumen - financial competency to ensure financial resources are properly planned and controlled. Ability to analyse a wide range of financial information relevant to the Charity • Business development – ability to act on new business opportunities that will be of benefit to the Charity • Supervision - supervision, appraisal and coaching of staff with a balance of care, kindness and sensitive support, promoting staff development and accountability • Manager of change - ability to manage change sensitively and effectively. Set strategic plans and measurable targets amongst the staff teams and services • Style – engage positively, constructively and encouragingly with the staff of Caritas Care to enable each to give of their best. Build collaborative relationships both within and beyond the organisation. Ability to operate independently whilst being sensitive to the needs of staff and trustees • Personal organisation - plan and organise workload, manage time, ICT literate and familiar with social media and other digital platforms • A commitment to effective team building • Ability to delegate and seek advice as appropriate • Competent in the use of information technology 	
Special Attributes	<ul style="list-style-type: none"> • Mission - a strong commitment to the Mission and Values of Caritas Care and belief in the capacity of the charity to make a positive difference to the lives of those people with whom we work, who are marginalised, disadvantaged or vulnerable 	

	<ul style="list-style-type: none"> • Philosophy - a non-judgemental and open-minded belief in the value of individuals, their potential and a keen sense of justice • Equality and diversity – a commitment to promoting diversity, equality, justice and fairness within an inclusive operational culture, which values difference and ensures equality of opportunity regardless of gender, race, culture, religion, heritage, age, disability or sexuality; ability to promote a culture based on respect and acceptance where everyone who engages with the Charity is treated fairly, with respect and professionally • Personal qualities - Integrity, energy, versatility, flexibility, enthusiasm, stamina and sensitivity to ethical issues; empathy, emotional and social intelligence, the ability to manage complex situations; build diverse relationships, trust and confidence. Reliable, trustworthy, genuine, honest, resilient and resourceful. Creative, forward thinking, compassionate and visible leader • Emotional intelligence – the capacity to manage the stress and pressure of leadership, and manage conflict in a supportive, consistent and mature way that models a style for all managers. • Ethos and culture – a positive attitude and appreciation of the Charity's historical roots and Christian values and the challenge it poses for the development of the Charity. • Awareness - a sound understanding of the need to work efficiently whilst demonstrating patience to others. An awareness of the effects of marginalisation, disability or sensory impairment upon individuals and carers and a commitment to combating isolation, discrimination and disadvantage to make their lives better. • Development – ability to develop and achieve organisational goals and a commitment to professional training and development of self and others 	
Miscellaneous	<ul style="list-style-type: none"> • Full driving licence and willingness to travel as required • Willingness to work flexible hours as required including occasional evenings or weekends • Consent to a DBS disclosure 	