

Age UK Dudley

Chief Executive Officer

PERSON SPECIFICATION

Experience
<p>Substantial senior management of at least 5 years</p> <p>Successful history in both strategic and operational management</p> <p>Significant experience in managing staff including the recruitment and selection of staff</p> <p>Practical experience in financial planning and control</p>
Knowledge
<p>Basic knowledge of the legal framework in which Charities operate:-</p> <ul style="list-style-type: none">- Charity Law- Company law- Employment law- Health & Safety Law <p>Understanding of the issues and knowledge of the legislation relating to equality & diversity</p> <p>Working knowledge of the rights of older people relating to Health, Social care is required</p>
Skills
<p>A high level of interpersonal skills</p> <p>Proven team leadership and staff management abilities</p> <p>Well-developed communication and presentation skills both written and oral</p> <p>Ability to understand and deal with complex documents is essential</p> <p>Ability to analyse and solve complex problems is very important to this role</p> <p>Good time management skills</p>

Personal Attributes

Positive attitude towards older people

Empathy with the ethos of the voluntary sector is essential

Able to meet the travel requirements of the post

Solid commitment to the organisation and its staff & volunteers is expected of this post

Ability to motivate, stimulate and encourage a sizeable staff team is essential

Experience in successful contract negotiation

Commitment to work unsociable hours whenever necessary

Common-sense, diplomatic and practical approach to getting the work done is a necessary attribute

Sense of humour (especially when the world appears to be against you!) helps a great deal in this role

Qualifications

Educated to degree level or equivalent

Other

Enhanced Disclosure Barring Service Check

December 2013