**Chief Executive Officer – Vision North Somerset**

**Person Specification**

| **Key Area** | **Essential** |
| --- | --- |
| Skills / training | Financial literacy enabling the postholder to set a budget and interpret accounts.  Project management knowledge and skills.  Ability to articulate and present ideas in a clear, coherent and persuasive way using a range of communication media and styles.  Ability to generate income through fundraising activity, including grant funding.  Ability to act as an ambassador for Vision North Somerset.  Computer literacy commensurate with the need to prepare presentations, reports and financial information, and to communicate remotely through email and conferencing platforms.  Evidence of continual Learning / professional development. |
| Experience / knowledge | A working knowledge of the Voluntary Community and Social Enterprise sector in terms of high level structures, governance and funding, and the role of small charities at local level.  Proven work record demonstrating a high level of responsibility for service delivery.  Experience of performance monitoring.  Experience of managing, motivating and developing staff. |
| Qualities / Strengths / Skills | Ability to build relationships  and high-level contacts within  the sector and with stakeholders and funders.  Ability to manage income budget whilst meeting goals for the organisation and within cost constraints.  Proven skills at delegating  appropriately. |
| Attitude and Approach | Positive, proactive and to work as a team member.  A demonstrable willingness to be hands-on when necessary.  Empathy for people and people living with a disability.  A commitment and demonstrable record of promoting inclusive practice and behaviours with staff, volunteers, service users and other stakeholders. |
| Personal Circumstances | Ability to work outside office hours as required  Ability to travel around the region using own or public transport.  Ability to travel and stay away from home occasionally. |