

**PERSON SPECIFICATION – Executive Director**

| <b>KNOWLEDGE, SKILLS &amp; EXPERIENCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |
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|                                           | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                              |
| <b>Qualifications</b>                     | <ul style="list-style-type: none"> <li>• Graduate or Graduate Calibre with significant experience of business leadership</li> <li>• Good general level of education</li> <li>• Excellent standard of written English and Numeracy.</li> <li>• Excellent understanding of UK Corporate Governance</li> </ul>                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Business or management related degree</li> <li>• Leadership qualification</li> <li>• Fundraising qualification</li> <li>• Corporate Governance qualification</li> </ul>                                                                                                                                              |
| <b>Experience</b>                         | <ul style="list-style-type: none"> <li>• Director level experience in a similar environment</li> <li>• Experience of creating, leading and delivering business and operational strategy</li> <li>• Senior level stakeholder relationship management and development</li> <li>• Experience of managing a small team</li> <li>• Experience of managing complex bid, grant and fundraising projects</li> <li>• Experience of project management</li> <li>• Sound understanding of basic accountancy practices</li> <li>• Experience of risk management</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of leading and developing a small charity</li> <li>• Existing network at CEO / Director level</li> <li>• Experience of creating team development plans, conducting one to ones and appraisals</li> <li>• Experience of the Charity Commission</li> <li>• Experience of managing annual budgets</li> </ul> |
| <b>Skills &amp; Knowledge</b>             | <ul style="list-style-type: none"> <li>• Ability to think creatively to shape strategy and planning</li> <li>• Outstanding stakeholder management skills</li> <li>• Able to troubleshoot and resolve problems</li> <li>• Multi-tasking and prioritisation skills</li> <li>• Able to work to challenging and demanding deadlines</li> </ul>                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |

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|  | <ul style="list-style-type: none"> <li>• Excellent IT skills – including Word, Excel and PowerPoint</li> <li>• Senior level networking and persuasion skills</li> </ul> |  |
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| <b>COMPETENCIES</b>   |                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>LEADERSHIP</b>     |                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Competency</b>     | <b>Required Behaviours</b>                                                                                                                                                                                                                                                                                                                                                        |
| Strategic Vision      | <ul style="list-style-type: none"> <li>• Knowledgeable of LoveBrum’s vision, strategy and direction and how this affects its daily operations</li> <li>• Understanding of the long term needs of different customer groups and external stakeholders</li> </ul>                                                                                                                   |
| Leading & Influencing | <ul style="list-style-type: none"> <li>• Actively promotes LoveBrum’s brand, image and reputation externally and internally</li> <li>• Gives clear direction both individually and to the team in spheres of accountability</li> </ul>                                                                                                                                            |
| Contextual Astuteness | <ul style="list-style-type: none"> <li>• Understands who the key influencers and stakeholders are and how to go about involving them where necessary</li> <li>• Understands the decision making process and operating structures of the organisation</li> <li>• Involves and works with relevant interest groups, networks and groupings to shape work outcomes</li> </ul>        |
| <b>MANAGEMENT</b>     |                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Competency</b>     | <b>Required Behaviours</b>                                                                                                                                                                                                                                                                                                                                                        |
| Delivering Results    | <ul style="list-style-type: none"> <li>• Consistently delivers on time and to standard</li> <li>• Ability to lead a team to meet individual and team targets</li> <li>• Exceptional organisational skills and ability to manage multiple tasks successfully</li> <li>• Delivery of key change projects to deadlines</li> <li>• Budgetary management and accountability</li> </ul> |
| Managing Performance  | <ul style="list-style-type: none"> <li>• Regarded by others as an effective role model for performance, continuous learning and self development</li> <li>• Advises on the optimisation of resources to maintain excellent performance at all times</li> </ul>                                                                                                                    |

| <b>PERSONAL DELIVERY</b>          |                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Competency</b>                 | <b>Required Behaviours</b>                                                                                                                                                                                                                                                                                                                                                            |
| Communication                     | <ul style="list-style-type: none"> <li>Consistently communicates effectively with individuals at all levels from both within and outside of LoveBrum exercising an appropriate level of tact and diplomacy</li> <li>Confident dealing with groups and individuals from diverse backgrounds</li> <li>Excellent standard of written English</li> </ul>                                  |
| Building & Managing Relationships | <ul style="list-style-type: none"> <li>Leads in the building and maintenance of effective relationships to optimise performance</li> <li>Actively promotes knowledge sharing within the team</li> </ul>                                                                                                                                                                               |
| Customer Focus                    | <ul style="list-style-type: none"> <li>Displays a strong commitment to leading service performance improvements</li> <li>Awareness of the needs of internal and external customers and the impact of their service delivery</li> <li>Outstanding internal and external customer service skills</li> </ul>                                                                             |
| Decision Making                   | <ul style="list-style-type: none"> <li>Makes swift and well judged decisions</li> </ul>                                                                                                                                                                                                                                                                                               |
| <b>SELF MANAGEMENT</b>            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Competency</b>                 | <b>Required Behaviours</b>                                                                                                                                                                                                                                                                                                                                                            |
| Self awareness                    | <ul style="list-style-type: none"> <li>Understands the likely implications and impact of emotions and actions, both on self and others in a range of situations.</li> <li>Is aware of own personal strengths and development needs</li> <li>Learns from experiences and takes action to modify own behaviour</li> <li>Accepts constructive criticism and is open to change</li> </ul> |
| Self confidence                   | <ul style="list-style-type: none"> <li>Acts with confidence and self assurance</li> <li>Prepared to accept stretching challenges</li> </ul>                                                                                                                                                                                                                                           |
| Integrity                         | <ul style="list-style-type: none"> <li>Demonstrates a sense of commitment to openness, honesty, inclusiveness, loyalty and high standards</li> <li>Ensures financial probity at all times</li> </ul>                                                                                                                                                                                  |
| Adaptability/<br>Flexibility      | <ul style="list-style-type: none"> <li>Shows willingness to implement change and new approaches</li> <li>Able to change plans and priorities to deal with unexpected events</li> </ul>                                                                                                                                                                                                |
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| Self Control | <ul style="list-style-type: none"><li>• Manages own responses and reactions carefully when faced with demanding situations or challenges.</li><li>• Remains objective, stable and calm during emergencies</li></ul> |
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