

Carers Together Foundation

PERSON SPECIFICATION: CHIEF EXECUTIVE

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education/ Qualifications	1. Good general education to degree level or demonstrable equivalent	1. Health or Social Care qualification 2. Management Qualification	1. Application form 2. Evidence brought to Interview
Experience/ Knowledge	<p>2. A track record of leadership within the voluntary sector.</p> <p>3. Experience of organisational planning and management including producing strategic plans and implementing performance management systems.</p> <p>4. Experience of managing complex casework.</p> <p>5. Experience of working with carers and the people they care for.</p> <p>6. Thorough knowledge and understanding of the legal and regulatory requirements for voluntary sector organisations.</p> <p>7. Extensive knowledge and experience of health and social care processes including commissioning systems.</p> <p>8. Setting and managing organizational and project budgets.</p> <p>9. Knowledge and understanding of the current issues facing the voluntary sector.</p> <p>10. A working knowledge of the Care Act 2014 and other relevant legislation (including Community Care law, benefits, Mental Capacity Act and Mental Health Act).</p>	3. Knowledge of local resources, including health and social care.	1. Application form 2. Interview 3. References

	<p>11. Experience of securing funding for services, projects and developments through successful bids, applications, tenders and other income generation methods.</p> <p>12. A proven track record of developing and maintaining partnership working with local authorities; CCGs; NHS trusts and other VCOs</p> <p>13. Experience of developing and implementing quality assurance systems</p>		
Skills and abilities	<p>14. Ability to work independently on complex issues within strict time, quality and cost parameters.</p> <p>15. To be able to understand and interpret complex information</p> <p>16. To design and deliver presentations and training to professionals and service users.</p> <p>17. Demonstrable IT competence including databases and Office applications.</p> <p>18. Organisational leadership skills</p> <p>19. Excellent people management skills.</p> <p>20. Ability to listen effectively and build relationships with a track record of dealing with sensitive issues and vulnerable groups.</p> <p>21. Effective decision making</p> <p>22. Excellent interpersonal skills with the ability and confidence to represent Carers Together positively through high quality verbal and written communications.</p> <p>23. Sound problem solving skills</p>	4. Demonstrable public relations skills including dealing with the press.	<p>1. Application form</p> <p>2. Interview</p> <p>3. References</p>

General	24. Willingness to undertake appropriate training 25. Flexible/ team worker 26 Satisfactory Enhanced CRB		1. Application form 2. Interview 3. References 4. CRB check