

Person Specification

Deputy Chief Executive Officer (CEO)

Factor	Essential Criteria		Desirable Criteria	
Experience, Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> • Significant experience of working in or with the voluntary, community and social enterprise sector in a senior management role. 	A/I	<ul style="list-style-type: none"> • Experience of working in a Local Infrastructure Organisation at senior management level 	A
	<ul style="list-style-type: none"> • Excellent understanding of the current challenges facing the voluntary, community and social enterprise sector. 	A/I	<ul style="list-style-type: none"> • Knowledge of the diverse communities in Nottingham, their strengths, challenges and context. 	A
	<ul style="list-style-type: none"> • An ability to provide leadership across an organisation and to manage, motivate and develop individuals and teams. 	A/I	<ul style="list-style-type: none"> • Strong networks across the voluntary and public sectors in Nottingham / Nottinghamshire. 	A
	<ul style="list-style-type: none"> • Experience and knowledge of developing and planning communication and marketing strategy and activity. 	A/I		
	<ul style="list-style-type: none"> • Experience of representing an organisation at a senior strategic level, including giving presentations, preparing reports and influencing change. 	A/I		
	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills and experience of developing professional relationships with a diverse range of people. 	A/I		

	<ul style="list-style-type: none"> • Resilient, able to work in challenging changing and shapeless environment, while also giving direction, support and steer to others to enable them to perform to a high level. • Very strong influencing and negotiation skills. • Excellent written and oral communication skills including the ability to give confident and persuasive public presentations. • Ability to lead and facilitate meetings, workshops, and collaborative sessions effectively to achieve specific outcomes. • A proven commitment to promoting equality, diversity and inclusion. • Excellent planning and organisational skills with the ability to work unsupervised and to effectively time manage complex projects. • Good IT skills and use of Microsoft packages. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/ T</p> <p>A</p> <p>A</p> <p>A</p>		
Other Requirements	<ul style="list-style-type: none"> • A willingness to work evenings and weekends as required. 	A		

Demonstrable by A = Application / I = Interview / T = Test