



The Quetzal Project

Person Specification

Job Title: Chief Executive

The person specification seeks to define a person most suited for the post. Candidates will be required to meet all the essential requirements and, if possible, the desirable ones. References to these must be included in your application form and will help in the selection of candidates for interview

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience 	
Experience	<ul style="list-style-type: none"> • Proven track record in a senior strategic leadership role • Evidence of strong and effective financial management • Experience of the UK voluntary fundraising environment encompassing trusts, foundations and corporate and community fundraising • Ability to identify and develop new funding streams • Experience of promoting an organisation through networking and working with the media • Experience in working with and implementing quality systems to ensure high quality service delivery 	<ul style="list-style-type: none"> • Experience of working in a voluntary sector or health or social care organisation • Experience of influencing policy development and change through working with local or national government or other statutory bodies • Experience of leading significant organisational change • Experience of managing a building to meet the needs of service-users and generate income
Skills & Knowledge	<ul style="list-style-type: none"> • Sound financial knowledge including experience of managing and controlling budgets/ funding/ resources and • Proven ability to lead, inspire and influence others 	<ul style="list-style-type: none"> • Knowledge of voluntary sector governance practice • Strategic marketing skills • Experience of working with young people and children or of service provision for this group



	<ul style="list-style-type: none">• Strong networking skills and an ability to build excellent relationships with a wide range of stakeholders• Clear communicator and public speaker who is capable of delivering messages to a variety of audiences.• Organised and effective team worker• Good IT skills, including use of websites and social media• Knowledge of relevant legislation including health and safety, safeguarding, data protection and equality and diversity• Ability to manage and prioritise a wide range of competing tasks.	<ul style="list-style-type: none">• Experience of working collaboratively with partner organisations• Knowledge of the issues surrounding childhood sexual abuse and an understanding of the impact of childhood sexual abuse on Quetzal's service users
Other	<ul style="list-style-type: none">• Willing and able to work outside normal office hours as required• Willing and able to travel locally, regionally and nationally as required	<ul style="list-style-type: none">• Experience of reporting to a Board of Trustees