

CAIA PARK PARTNERSHIP LTD

Person Specification

Chief Officer

	Essential	Desirable	How Measured
QUALIFICATIONS			
Degree level qualification		✓	C
EXPERIENCE			
At least 5 years management experience		✓	F,I
Experience of managing budgets	✓		F,IR
Experience of multi-agency working with statutory & voluntary organisations including networking	✓		F,I
Understanding the values of policies & procedures for specific projects	✓		F,I
Experience of leading in community or voluntary organisations and private sector (paid or voluntary)		✓	F,I
Experience of writing reports evaluating projects & funding bids/ finances	✓		
Overseeing of project management – setting goals, timescales, delegating tasks & evaluating progress	✓		F,IR
Experience of people management	✓		F,IR
Experience of working in a team and leading setting	✓		F,IR
Experience of representing an organisation	✓		F,I

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Experience of taking the lead in setting up task and finish groups	✓		F,I
KNOWLEDGE			
Knowledge of local & national initiatives in the voluntary/ community sector	✓		F,I
Knowledge of relevant legislation	✓		F,I
An understanding of the diverse needs of communities and volunteers	✓		F,I
SKILLS			
Excellent communication skills written and verbal, including report writing	✓		F,I
Good team working and leadership skills	✓		F,I,R
Ability to analyse complex information	✓		F,I
Ability to work to deadlines	✓		F,I
Ability to set & agree realistic organisational goals	✓		F,I
Ability to delegate tasks efficiently	✓		F,I
Ability to handle difficult situations with tact and diplomacy	✓		F,I
Ability to use IT software	✓		F,I
Ability to manage complicated Finance arrangements	✓		F,I
PERSONAL QUALITIES			
Ability to maintain professional boundaries with staff	✓		F,I
A commitment to the personal development of staff & volunteers	✓		F,I

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Ability to maintain a warm, friendly attitude and approach to people from a variety of different backgrounds	✓		F,I
Flexible, resilient and positive attitude	✓		F,I
EQUALITY			
A commitment to equal opportunities practice	✓		F,I
An empathy with the Welsh language and culture	✓		F,I

HOW MEASURED: **C**=Certificate **F**=Application form, **I**=Interview, **R**=References

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