

Chief Officer and Centre Manager (full time part paid/part voluntary) of Age Concern Credon, a small independent Charity

CRITERIA

Degree (although significant relevant experience may compensate);
Business Management qualification (although significant relevant experience may compensate)

Proven Experience:

Significant senior experience in a charity or not for profit setting; or

Significant senior management experience in a commercial organisation

Strong Leadership style with experience in successfully managing and communicating organisational change

Robust knowledge of Charity Governance, Policies, and statutory requirements

Significant experience and track record in developing and successfully delivering business plans and strategies

Experience of working closely with the Board of Trustees (Trustees), advising and guiding robust decision making

Experience of financial management including forecasting, budget setting and monitoring income and expenditure and fundraising

Experience of risk strategy and management in a charity, not for profit or commercial setting

Experience of representing an organisation at a senior level with key stakeholders including local and County Government and high profile funders and other benefactors

Knowledge, skills and abilities:

Excellent communication skills at all levels

Excellent Financial skills in preparation and control of budgets

Excellent organisational skills and ability to prioritise multiple tasks

Project Management Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point

Strong management & Leadership skills

Full clean driving licence

Other Attributes:

Strong team player

Able to work under own initiative and follow direction from the Board of Trustees (Trustees)

Confidential, tactful and diplomatic

Committed to working within the Charity's agreed values framework
