

**THE LINK CHARITABLE TRUST**

**PERSON SPECIFICATION**

**CHIEF EXECUTIVE OFFICER**

This outlines the main criteria for the post and shortlisting will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using the skills knowledge and experience gained.

| **Criteria** | **E - Essential**  **D - Desirable** | **Measured By**  **A - Application**  **I - Interview** |
| --- | --- | --- |
| **Qualifications**   * Graduate, preferably with post-graduate qualification in a relevant subject | E | A |
| * Evidence of commitment to personal development | E | A |
| * Holds a business management qualification | D | A |
| **Experience**   * Minimum of 3 years’ experience working at a senior management level. | E | A/I |
| * Strong understanding of The Link Charitable Trust and our ethos | E | A/I |
| * Experience of working within a mental health/wellbeing service | E | A/I |
| * Experience of working within the voluntary/charitable sector | E | A/I |
| * Experience of successful tendering for contracts and grants | E | A/I |
| * Experience of representing an organisation at a senior level with key stakeholders, high profile funders and beneficiaries in order to build confidence and reputation | E | A/I |
| * Experience of working closely and collaboratively with boards and trustees, advising and guiding robust decision making | D | A/I |
| * Experience of delivering multi-year organisational strategies and demonstrating their impact. | E | A/I |
| * Strong experience in financial planning, management and effective HR practices | E | A/I |
| * Managing across a range of organisational functions, including operations, finance, human resources, IT, marketing/media and fundraising | D | A/I |
| **Knowledge, skills and abilities**   * Demonstrable experience of delivering strong governance and monitoring, managing and mitigating organisational risks. | E | A/I |
| * Ability to build and manage strategic relationships with partners, large foundations/trusts and other local VCSE organisations | E | A/I |
| * Act as an ambassador and a spokesperson for The Link Charitable Trust at high profile events and in the media | E | A/I |
| * Sound analytical and judgment skills, and an ability to identify problems, assess options and make timely decisions | E | A/I |
| * Provide effective leadership to the Senior Management Team | E | A/I |
| * Act as The Link Charitable Trusts designated safeguarding lead | D | A/I |
| * Act as the lead on health and safety management including risk assessments | D | A/I |
| * Competent IT skills using Google Suite and CRM database | D | A |
| **Personal qualities and other attributes**   * Strong and clear communicator both written & verbal, with effective presentation skills | E | A/I |
| * Demonstration of self-motivation and motivation of others | E | A/I |
| * Ability to work confidently and competently under pressure | E | A/I |
| * Commitment to the core values, aims, and policies of The Link Charitable Trust | E | A/I |
| * Commitment to the promotion of good mental health for children, young people, families and adults | E | I |
| * Ability to demonstrate empathy and understanding towards those experiencing poor mental health | E | I |
| * Able and willing to work occasional unsocial hours and outside of normal office hours as required | D | I |