

APPLICATION PACK

COMPETENCY BASED PERSON SPECIFICATION

PLEASE READ PAGE 1 OF THE GUIDANCE NOTES FOR MORE INFORMATION ABOUT THIS DOCUMENT

Job Title: Executive Director

Competency: Respect for diversity

- Demonstrates behaviours that include fairness, respect, dignity, inclusiveness, empathy, integrity, and ethical conduct.
- Advocates for and demonstrates an understanding of the value of differences that promote and sustain a diverse community

Competency: Strategic Planning

- Understands service development and improvement within a whole system ('systems thinking') context;
- Thinks flexibly and innovatively when developing and implementing change
- Possesses a good knowledge of strategic and business planning processes

Competency: Financial

- Understands the financial challenges and risks that face small organisations in delivering excellence
- Understands the importance of financial and budgetary control

Competency: Collaboration and Partnership

- Collaborates and develops partnerships, managing relationship complexity across multi-agency settings and building alliances across the system, while keeping service users' interests in mind;
- Initiates and strengthens relationships with all stakeholders through action designed to increase support for SPAC and the advice sector over the long term
- Shares information and expertise with partner organisations to increase alignment, co-operation and opportunities to achieve shared goals;
- Builds a deep understanding of funders and commissioners needs, using that view to help resolve difficulties and to anticipate new opportunities

Competency: Effective Communication

- Addresses issues in an open, constructive, professional manner, and persuades others to approach issues in the same way;
- Gains other peoples' trust by being honest, respectful, and sensitive to their needs;
- Presents information and data both orally and in writing, in a way that is clear, accessible and compelling, for internal and external audiences

Competency: Problem Solving and Decision Making

- Identifies the main issues in complex problems, clarifying understanding of stakeholder expectations, to seek the best option;
- Actively seeks the ideas and opinions of others both internally and externally, and when appropriate, facilitates discussion before taking decisions;
- Frames problems before trying to solve them. Breaks down problems and identifies all of their facets, including hidden or tricky aspects

Competency: People and Team Management

- Promotes a strong team culture built on co-operation, collaboration, support and flexibility in order to achieve common goals
- Ensures staff have the skills and resources to get things done;
- Sets clear, meaningful, challenging and attainable goals and expectations for staff and volunteers, that are aligned with SPAC's strategic plans;

Competency: Governance and Organisation

- Possesses a good knowledge of charity governance, the role of Trustees and an understanding of the importance of accountability to them
- Demonstrates commitment to the consistent improvement of quality and the promotion of high standards in service delivery;
- Confidently and competently uses IT applications to achieve goals
- Manages own time, priorities, and resources to achieve goals
- Shows self-awareness and resilience, particularly when under pressure or dealing with difficult situations

Competency: Desirable

- Knowledge and understanding of the not for profit advice sector;
- Experience of leading a charity, senior leadership/operational experience