



## **Executive Director Person Specification**

### **1. Qualifications**

The experience and skills of candidates are more important to us than formal academic qualifications, although we would typically expect the Chief Executive to be educated to at least degree level.

### **2. Experience**

1. At least three years' experience at a senior management level, preferably in a charity sector working in the developing world.
2. Contributing to and leading the definition and implementation of business strategy and translating this into annual operating plans.
3. Track record of successful delivery against annual objectives.
4. Setting and managing budgets and sound understanding of financial management tools.
5. Demonstrable senior leadership experience, mobilising and inspiring a team.
6. High levels of empathy and capable of developing good working relationships with religious and lay, staff and volunteers.
7. Effective working with a Board of Trustees and with Catholic bishops in a diocese or conference.
8. Operating in a multi-cultural context, with staff, partners and external stakeholders.
9. Working in an educational or health training environment.

### **3. Personal attributes and qualities**

1. Good oral and written communications skills in English, including clear and concise report writing.
2. Ability to develop effective collaborative partnerships with others.
3. Ability to work on own initiative to meet deadlines.
4. Strong communicator at all levels.
5. High integrity and emotional intelligence.
6. An empowering leadership style.
7. Good diplomatic skills and cross-cultural sensitivity in community living and ministering.
8. Ability to see the bigger picture.
9. Ability to enthusiastically implement and represent the mission, ethos and vision of a faith-based organization.
10. Ability to cope in a stressful and environment and adapt routines and procedures as called upon in a rapidly changing national and political environment.