

NORFOLK COMMUNITY LAW SERVICE

PERSON SPECIFICATION

Chief Executive Officer

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	E Essential D Desirable
Qualifications <ul style="list-style-type: none"> degree or appropriate qualification 	D
Experience <ul style="list-style-type: none"> managing a team or organisation developing and operating successful partnerships with other voluntary and statutory organisations playing a key role in fundraising, commissioning and financial management reporting to committees or boards delivering effective advice services to clients who are often at risk. 	E E E D D
Knowledge <ul style="list-style-type: none"> social welfare law and the changing environment of social policy accountabilities and responsibilities of voluntary organisations 	D D
Skills <ul style="list-style-type: none"> excellent communication skills, oral, written and IT leadership and motivational skills networking and negotiating skills ability to promote the organisation effectively, building on its strong reputation among partners, statutory organisations, voluntary and legal sectors, and in the community supportive and people-focused approach to management of staff and volunteers focus on effective and client-based delivery of services ability to identify new opportunities for the organisation to lead and work alongside managers, and to delegate effectively ability to manage financial and other resources effectively, to identify opportunities and pressures, and respond to shortfalls 	E E E E E E E E E