



CEIS GROUP / PERSON SPECIFICATION
CHIEF EXECUTIVE OFFICER

CEO PERSON SPECIFICATION	
FACTOR	Essential (E) or Desirable (D)
QUALIFICATIONS	
Degree or equivalent professional qualification in Business Administration/Economics/ Social Policy & Administration, or other relevant subject or substantial work experience at a level demonstrating required ability.	E
Leadership or Management qualification or significant demonstrable success in a leadership role.	E
EXPERIENCE	
Significant experience of generating new business.	E
Ability to lead and empower teams to achieve business objectives.	E
Proven and credible board level experience.	D
Experience of partnership development and successful partnership working.	E
Proven track record in developing and delivering strategic plans within timescales and to budget.	E
Experience of effective leadership, motivation and performance management of multi-disciplinary staff teams.	E
Proven track record of driving innovation and change.	E
Proven track record of developing, monitoring and delivering contracts.	E
Experience of working within the Social Enterprise sector at a senior level.	D

KNOWLEDGE	
Significant understanding of social enterprises and third sector organisations, including the funding culture within which the organisation is operating.	D
Knowledge of Scotland's economic and political systems including national and local government.	D
Comprehensive understanding of assessing and managing risk.	D
Understanding the governance and regulatory environment for a Scottish Charity.	D
SKILLS & ABILITIES	
Strategic and analytical thinker with the ability to create and share the vision and strategic aims.	E
Strong organisational and planning skills with the ability to manage pressure.	E
Excellent interpersonal and communication skills (written, oral and presentational).	E
Ability to quickly and accurately analyse and interpret complex information.	E
Effective networker, building relationships and effectively leveraging influential connections.	E
Skilled negotiator with strong influencing skills when promoting the mission of the business.	E
Ability to demonstrate commercial acumen and innovation to effectively grow the business.	E
Ability to lead and empower teams to achieve business objectives.	E
PERSONAL QUALITIES	
Strong vision, able to quickly command credibility and respect, build trust and create enthusiasm.	E
Excellent judgement and ability to work in partnership with a strategic board.	D
Open and honest, with a high degree of personal and professional integrity.	E
Collaborative leader with the ability to build a broad range of positive alliances and partnerships.	E