



**Job Title:** Chief Executive Officer, BASICS Scotland

Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria

	Essential	Desirable
<b>Qualifications</b>	First degree level education or equivalent	Relevant professional training
<b>Experience</b>	Supporting a Board in their roles and responsibilities Managing a diverse staff Managing a project Strategic management and planning Participation in securing charity funding Monitoring and controlling budgets Processing and collation of information Preparation and presentation of reports and statistical information Awareness of current legislation and policies relating to running a charity	Experience of work in the voluntary sector Experience of managing a project Experience of submitting funding bids Experience of financial systems Experience of producing reports and statistical information
<b>Knowledge</b>	Knowledge of the charitable sector Knowledge of, and commitment to, equal opportunities and anti-discriminatory practice.	Computer literate Knowledge of Microsoft Office Knowledge of the roles of agencies providing health and related services Knowledge of NHS activities and operations in Scotland Knowledge of current legislation and policies relating to pre hospital care
<b>Skills</b>	Interpersonal skills, ability to communicate effectively verbally, and in writing, to staff, volunteers, funders and other partners. Ability to lead a team Track record at a Director or Senior Manager level	Managerial track record in a work related environment Experience of recruitment and selection Experience of delivering training

	<b>Essential</b>	<b>Desirable</b>
	Recruitment and retention of staff and/or volunteers within own team	
<b>Personal Attributes</b>	<p>Empathy with BASICS Scotland's aims and ambitions</p> <p>Good interpersonal skills and relaxed but focused management style</p> <p>Ability to coach and develop staff and volunteers</p> <p>Ability to work within a committee format persuading and leading but recognising need to achieve a reasonable degree of consensus</p> <p>High degree of self-motivation</p> <p>Ability to work on own initiative</p> <p>A positive and creative approach to tackling tasks</p> <p>Knowledge of, and commitment to, equal opportunities and anti-discriminatory practice.</p> <p>Understanding the need for professional confidentiality</p> <p>Time management and an ability to meet deadlines</p> <p>Able to work flexibly, some evening or week-end work and occasional residential training</p>	<p>Recognition that in a small organisation business relationships are more personal than in larger organisations</p> <p>Relaxed manner and sense of humour</p> <p>Car driver with own car</p> <p>A positive and creative approach to tackling tasks</p> <p>Understanding the need for professional confidentiality</p> <p>Time management and an ability to meet deadlines</p>