



ASSIST Sheffield Executive Director Person Specification

Experience - essential	
1	A successful track record as a strategic leader within a charity or not-for-profit organisation. Experience of working with a Board, either as a Chief Executive, Director or as part of a wider senior leadership team
2	Strong change management experience, with a background in developing solid processes and resources for a growing organisation
3	Experience of leading in an organisation where grant funding and fundraising forms a major part of income generation.
4	Experience of highly effective collaboration with other leaders and managers
5	Demonstrable track record of financial management and budgetary control, and the ability to manage budgets under the guidance of the Board of Trustees
6	Experience of strategic planning and a successful track record of implementing and embedding strategy
7	Experience of successfully raising the external profile of an organisation by seeking out and developing strong collaborative partnerships with like minded organisations and/or through the use of effective advocacy, lobbying and external affairs campaigns.
8	Experience of leading effectively on HR matters and of overseeing policy development
9	Personal commitment to ongoing professional development and learning

10	Experience of client-led approaches to service or organisational development
Experience - desirable	
11	Knowledge of the asylum/ refugee sector or a relevant associated field of social policy
12	Experience of operating in a fast changing and politically charged policy environment
Skills and Competencies - essential	
13	Ability to earn and maintain the trust of those with whom the organisation deals, from our clients, to funders, collaborative partners, other stakeholders and those with political influence
14	A skilled leader, with the ability to cascade objectives, the strategic plan and prioritise work effectively.
15	Collaborative leadership style
16	Ability to create a positive working environment in which equality and diversity are well managed, dignity at work is upheld and staff are empowered and motivated to do their best
17	A creative thinker with the ability to oversee the design of new approaches to income generation and service delivery.
18	Strong commitment to social justice and the stated values of ASSIST
Knowledge - essential	
19	Understanding of charity governance and operations
20	Financial acumen and ability to oversee budgets and financial planning
21	Knowledge of the grant funding and the fundraising environment affecting the charitable sector