**Person Specification: CEO**

**Knowledge and Experience**

**Essential**

* **Strategic and operational management experience**: preferably in a voluntary sector, health, or social care organisation.
* **Fundraising experience:** atrack recordof successfulapplications for funding from grant givers/local authorities etc.
* **Financial**: sound financial awareness and setting and following of robust financial management procedures. Experience of creating and monitoring budgets.

**Desirable**

* **Sight Loss awareness**: lived experience of being blind or partially sighted or knowledge and understanding of working with people with sight loss.
* **Fundraising:** a track record of relationship building with significant funders, such as major donors, local businesses, and the local community.
* **Quality:** Experience in working with and implementing quality systems to ensure high quality services are delivered.
* **Finance:** experience of using Quick Books accounting system.
* **Marketing**: experience of marketing, especially digital, and promoting an organisation to increase awareness and support.
* **Assistive technology knowledge.**
* **Volunteers:** Experience of recruiting, training, and managing volunteers.

**Skills, Abilities and Competencies**

**Essential**

* **Committed and highly self-motivated** with ability to enthuse, inspire and motivate others to ensure the objectives of the Charity are achieved.
* **Ability to work on own initiative and as part of a team**, including ability to develop and build good working relationships with all stakeholders and partners.
* **Communications:** excellent verbal and written communication skills.
* **Organised**: Thorough, and methodical with excellent organisational, planning, time management skills and ability to work under pressure with competing priorities to ensure goals and deadlines are met.
* **Networking**: Ability to network and communicate with a wide range of personnel.
* **Computer Literacy**: Proficient in use of Microsoft packages especially Word, and Excel.

**The successful candidate will be able to travel independently and be comfortable working around guide dogs.**