



Chief Executive Person Specification

	ESSENTIAL	DESIRABLE
Qualifications/ Attainments		<ul style="list-style-type: none"> • 3rd level education • Member of a relevant professional body (by examination)
Relevant Experience	<p>At least 5 years of experience which includes:</p> <ul style="list-style-type: none"> • Experience of profit responsibility • Experience of business development and strategic planning • Experience of marketing and sales • Experience of leading and managing teams • Experience of financial management and analysis, with a track record of managing significant budgets 	<ul style="list-style-type: none"> • Experience of designing, managing and implementing training courses • Experience of performance management and quality management • Governance experience of working with and reporting to a Board • Charitable or social enterprise experience • Experience of managing service delivery within the adult learning and/or apprentice education system
Competences and Skills	<ul style="list-style-type: none"> • Able to demonstrate strategic leadership of, or a significant contribution to, a business or organisation • Able to plan, organise and control work requirements on own initiative • Able to cope with and manage change, to be flexible and to handle uncertainty 	<ul style="list-style-type: none"> • Preparation and delivery of PowerPoint presentations • Previous networking within the logistics/transport and/or automotive sectors • Previous networking within the vocational training sector

	<ul style="list-style-type: none"> • Able to build, lead and motivate a successful team • Able to communicate well, orally and on paper with individuals and groups and the ability to communicate ideas and information clearly • Able to network with the education, training and skills sectors • Able to work with management and subordinates • Able to influence people • Able to negotiate effectively 	
Knowledge	<ul style="list-style-type: none"> • Training systems and techniques • Business development • Robust approach to financial management • Outsourcing • Marketing and sales • Human resource management 	<ul style="list-style-type: none"> • Knowledge of current issues, risks and opportunities in transport, logistics and automotive sectors • Knowledge of training needs in the transport, logistics and automotive sectors • Knowledge of company/charity financial systems and reporting
Other	<ul style="list-style-type: none"> • Smart and well-groomed presentation • Articulate • Enthusiastic/motivated/self-starter • Outgoing, self-confident personality • Current driving licence • Flexibility to travel and work away from the office 	

Any or all desirable criteria may be used for the purposes of shortlisting or selection