



*Adur Voluntary Action – Where Community Happens*

The Old School House, Ham Road, Shoreham – By – Sea, West Sussex BN43 6PA

01273 091510 [info@adurva.org](mailto:info@adurva.org) [www.adurva.org](http://www.adurva.org) Twitter @AdurVA

## **Person Specification – Chief Officer**

### **General**

Adur Voluntary Action has a small team of paid / unpaid workers so the role will require someone with staff management skills who is well organised and capable of operating on their own initiative at both strategic and operational levels.

### **Essential**

Educated to degree level (or equivalent).

Knowledge & experience of the voluntary/community sector and statutory agencies.

Experience of working with non-executive Boards and an understanding of the role of Chief Officer in effective governance.

Experience of working in a small team and of supervising staff and / or Volunteers.

Strong communication (verbal & written) and interpersonal skills.

Proven leadership and organisational skills in a public-facing environment.

Credible networking skills with the ability to influence at senior levels and present effectively to a wide range of audiences.

Skilled at developing successful bids for resources and managing projects to time and cost.

A track record of commitment to equality, diversity and inclusion.

### **Desirable**

Experience and good knowledge of Microsoft Office applications.

Ability to drive / car owner.