



## **CEO Person Specification**

**Key:** 'E' = essential; 'D' = desirable

### **Qualifications**

1. Relevant degree, professional qualifications or proven equivalent experience (E)
2. A Qualification in leadership and management (D)

### **Experience**

3. Proven track record as CEO or in CEO-type role; ideally gained in the voluntary sector (E)
4. Experience of service development and co-ordination (E)
5. Experience of effective bid-writing (E)
6. Experience of working within strategic partnerships and multi-agency meetings (E)
7. Experience of leadership or being part of a senior management team (E)
8. Experience of line management (E)
9. Experience of monitoring and evaluating a service(s) (E)
10. Experience in relationship-building with stakeholders, services, survivors and funders (E)
11. Experience of successfully competing for tenders (D)
12. Experience of producing financial reports for funders (D)
13. Experience of handling and responding to media enquiries (D)
14. Experience of working within specialist women's sexual violence or violence against women and girl's services on a paid or unpaid basis (D)

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### **Knowledge**

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15. Extensive and up-to-date knowledge of a diverse range of funding and income sources (E)
  16. Knowledge and understanding of the importance of monitoring and evaluation (E)
  17. Demonstrable knowledge, understanding and commitment to diversity, inclusion and anti-discriminatory practice (E)
  18. Knowledge and understanding of additional barriers that women and girls from under-represented groups might face, including Black and Minority Ethnic (BME) and disabled women and girls (E)
  19. Knowledge and understanding of the impact of different kinds of sexual violence and abuse (E)
  20. Knowledge of child and adult safeguarding (E)



21. Strong knowledge of charity governance, financial and human resources management (E)
22. Good knowledge of operational requirements for GDPR compliance (E)

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23. Knowledge and understanding of the Rape Crisis movement and of the commissioning and funding landscape within which Rape Crisis Centres operate (D)
24. Knowledge and understanding of commissioning and procurement (D)
25. Knowledge & understanding of governmental and statutory bodies, their policies and procedures relating to violence against women and girls (D)
26. An understanding of the effects of secondary trauma for staff working in this area (D)
27. Understanding of ethical issues as defined by BACP/UKCP/other relevant accredited body (D)

### **Skills & Attributes**

28. Ability to self-manage and self-motivate (E)
29. Excellent communications and interpersonal skills (E)
30. Ability to manage a team effectively (E)
31. Funding research; writing and management skills (E)
32. Reporting Skills (E)
33. Recruitment & interviewing skills (E)
34. Ability to maintain clear boundaries and confidential working practices (E)
35. Enthusiasm for working effectively as part of a diverse team, including volunteers and paid workers (E)
36. Excellent organisational skills (E)
37. Proficiency in use of Information & Communications Technology (ICT) (E)
38. Commitment to the vision, mission, aims and values of SARSVL (E)
39. Commitment to a feminist understanding of sexual violence (E)
40. Willingness to undertake occasional travel in order to deliver this work (E)
41. Willingness to take up relevant training and development opportunities (E)
42. Ability to understand and work within budgets (E)