



ROTHSAY EDUCATION CENTRE (BEDFORD)LTD

PERSON SPECIFICATION FOR ROTHSA Y EDUCATION CENTRE:

CHIEF OFFICER

SEPTEMBER 2024

Education and experience

- Essential**
- A degree-level or higher qualification
 - Leadership experience and responsibility for a charity, educational institution or large corporate function/department
 - Understanding of the value of lifelong learning for physical and mental wellbeing
 - Experience of staff and financial management
 - Commitment to continuous improvement, income and service development
 - Practical and helpful, able to respond to the needs of the staff, the Centre and our members
- Desirable**
- Relevant experience in adult or community education
 - Teaching or lecturing experience
 - Experience of working with a non-executive Board
 - Experience of charity and company finance and regulation
 - Living a short drive or walk from our Centre in Bedford

Skills (all essential)

Excellent written, oral and digital communications skills

General business skills:

- Strategy formulation

- Business planning and implementation
- Change management

Marketing

- Innovative and creative ideas
- Customer understanding
- Brand communication

Resources/Finance

- Resource planning and routine reporting
- Internal controls and risk management
- Information Technology understanding

Competencies (all essential)

Seeing the big picture

- Understands the totality of a situation and sees clearly what needs to be done and how to achieve it

Innovating and improving

- Encourages and leads a culture of innovation and improvement

Making effective decisions

- Uses evidence and judgment to develop accurate, objective assessments even in complex and difficult situations

Practical creativity

- Sees business opportunities which can be turned into realistic plans and partnerships

Looking outwards

- Has a good understanding of developments in the external world; especially in society, learning approaches, customers and technology

Encouraging and challenging

- Inspires colleagues to support business direction, develops capability, holds people to account

Collaborating and partnering

- Successfully influences, negotiates, and builds positive relationships with stakeholders, partners, service providers and customers

August 2024