

Person Specification

Assistant Chief Executive



Applicants should be able to demonstrate that they have the following primary requirements:

- a. Honesty and integrity and a commitment to the mission of Age UK Manchester including to its equal opportunities policies.
- b. An understanding of the lives of older people and their care, including mental health aspects.
- c. Ability to communicate simply and effectively, both orally and in writing, with people from a wide range of backgrounds, to understand the needs (often unspoken) of frail, older people and their carers, and to respond to those needs with sensitivity.
- d. A level of computer literacy and numeracy sufficient to actively participate in the developing use of information technology for financial control and business planning purposes.
- e. Ability to work under pressure both as a team member and as the leader of a team, with self-confidence, self-awareness and a sense of humour, and to provide a cheerful positive environment within which the objectives of the organisation can be promoted.
- f. Experience in a senior managerial position.
- g. Ability to take responsibility for one's own personal development, and to assist others in meeting their training and development needs.

Preference will be given to candidates that can also demonstrate some or all of the following skills and experience:

- h. A formal educational qualification appropriate to managing a care business and support services for older people especially those who are frail.
- i. Knowledge and experience of the Health and Safety regulations.
- j. Knowledge and experience of employment and contract law and community care related legislation.
- k. A healthy personal lifestyle and attitude, able to set a good example to others. (All other things being equal, non-smokers will be given preference.)
- m. A current full driving licence