

CWF Executive Director – Person Specification

Knowledge, Experience and Qualifications		Essential	Desirable
	Educated to degree level or equivalent professional experience	✓	
	Experience of undertaking work at strategic level contributing to policy and practice development and implementation	✓	
	Chief Executive /Senior Level management experience with a sound track record of delivering targets and meeting deadlines	✓	
	Significant experience of bidding for funding from UK sources	✓	
	Significant experience of working with partnerships including with employers	✓	
	Some understanding of Church of England structures and experience of working with the church or other faith groups		✓
	Experience of working within the not-for-profit and/or public sector		✓
	Experience of working in the heritage sector		✓
	A working knowledge of charity governance		✓
	A working knowledge of HR practices and procedures		✓
Skills	Strong leadership skills	✓	
	Outstanding communications skills, both written and verbal, with the ability to communicate complex information effectively and write accurate policy documents	✓	
	Experience of setting up and managing internal administrative systems to ensure effective and efficient practices including	✓	

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	meeting data confidentiality procedures		
	Experience in creating reports and delivering presentations the senior management and boards	✓	
	Knowledge and experience of stakeholder management	✓	
	Good interpersonal skills with the ability to motivate and influence others	✓	
	Self-directed but able to work effectively as part of the team and alongside colleagues and partners	✓	
	Strong IT skills including use of spreadsheets	✓	
	Ability to engage with social media effectively	✓	
	Strategic thinker with strong analytical skills	✓	
	Good financial skills and understanding including budgeting forecasting analysis and reporting	✓	
Personal Attributes	Diplomacy, discretion and sound judgement	✓	
	Flexible and adaptable under pressure	✓	
	Self-reliant and proactive enabler with a can-do attitude	✓	
	Confidence to work with senior people at a national level including senior church leaders, external experts and other stakeholders	✓	
	Proven ability to maintain the highest standards of confidentiality	✓	
	Sympathy with the aims of the Church of England	✓	

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Working arrangements

The post holder will work primarily from home

Flexible working is required including the occasional weekend work

Willingness to travel to attend meetings training or events nationally

Expected to work flexibly to ensure key meetings which fall outside of any core working days can be attended