

Chief Operating Officer: Person Specification

Qualifications and attainment

Essential

- Educated to degree level or an appropriate professional qualification or relevant experience
- Current driving licence and access to a car

Desirable

- Knowledge of orienteering or genuine interest in engaging with/understanding the sport
- An understanding of office operations to run a membership organisation

Work and other experiences (employed or voluntary sector)

Essential

- Minimum of two years successful management or senior administrative experience in a staff team
- Proven experience of converting ideas into reality
- Experience of strategic planning, delivery and monitoring

Desirable

- Demonstrable resilience for working with a mix of colleagues from employed staff to a voluntary Board of Directors and other volunteers, with a number of funding sources
- An understanding of the requirements and role of a charity
- Knowledge of roles and responsibilities of a sport's governing body
- Experience of raising funds for project work
- An understanding of financial processes

Skills

Essential

- Able to build effective relationships with internal and external partners
- An ability to manage budgets
- Evidence of research, analytical and decision making skills
- Sound organisational and planning skills
- Competency in Microsoft Office packages
- Excellent team working skills

Desirable

- Knowledge of sports development in Scotland and UK
- Demonstrable negotiating skills
- Sound business principles that can be applied to the implementation of programmes

Personal qualities

Essential

- Demonstrable interpersonal and communication skills
- An ability to work with others, motivate and provide direction and influence
- Versatility and creativity
- An ability to demonstrate confidence, empathy, enthusiasm and initiative
- Vision and drive to achieve corporate objectives
- The ability to undertake flexible working hours