

LADY McADDEN BREAST SCREENING TRUST

PERSON SPECIFICATION

JOB TITLE	Operations Director
QUALIFICATIONS & EXPERIENCE	<p>A high level of literacy and numeracy</p> <p>Demonstrable experience in leadership and managing people and teams at a senior level</p> <p>Demonstrable experience in change management</p> <p>Experience of strategic and business planning</p> <p>Experience of working in the third sector/fundraising (desirable)</p>
SKILLS	<p>Excellent interpersonal skills and an ability to build strong and effective relationships with staff, Trustees, outside organisations, partners, volunteers etc</p> <p>A flexible, diplomatic, and assertive approach, with good negotiating skills</p> <p>Strong project management skills</p> <p>An innovative thinker, able to develop new and imaginative ideas</p> <p>Demonstrable Influencing skills</p> <p>Able to manage a wide and varied workload, and be able to prioritise and delegate</p>
PERSONAL QUALITIES	<p>Good leadership, organisational and motivational skills</p> <p>Able to forge constructive relationships quickly</p> <p>Proactive and an ability to work on own initiative to tight deadlines</p>

	<p>Able to think innovatively and in a clear minded fashion</p> <p>Able to confidently represent Lady McAdden in all situations</p> <p>Able to communicate issues clearly, succinctly and constructively.</p> <p>A strong strategic and commercial acumen</p> <p>An entrepreneurial readiness to seize suitably researched new opportunities</p> <p>Be eager to source new ideas and initiate actions which improve results and add value</p> <p>Able to work flexibly as required</p>
OTHER REQUIREMENTS	<p>Current driving licence and available vehicle is essential.</p>