



Person Specification

ROLE TITLE: Operations Director

KEY – MOA (Method of Assessment): App = Application, I = Interview, Assessment = Assessment, P = Presentation, G = Group Exercise

CRITERIA	ESSENTIAL	DESIRABLE	MOA
KNOWLEDGE AND EXPERIENCE	The ideal candidate for this role will have extensive senior executive experience in one of; business, private, sport, sport development, health, community, or charity sectors with a diverse set of experiences associated with the leadership and management of a charity, Active Partnership, or comparable environments.		Application & Interview
	The candidate must demonstrate a successful track record with the ability to demonstrate learning and self-reflection.		Application & Assessment
		Knowledge of safeguarding and protecting children and vulnerable people in sport.	Application
		Knowledge of current legislation related to health, community, and sport agendas.	Application
		Knowledge of current funding streams relevant to the sport and physical activity sector.	Application
ATTRIBUTES	The ability to see the relationship and implications of immediate actions and short-term choices on the long-term strategies and results of the organisation.		Assessment



	You should be a team player with the ability to work through others to achieve organisation objectives.		Assessment & Interview
	A robust, professionally confident personality who adapts well to change.		Assessment & Interview
	You should be a leader with the self-awareness and understanding to get the best out of others.		Interview
	A natural communicator able to motivate and align people through open and honest communication that is backed up with personal action.		
	A sense of urgency, results orientated with the ability to execute thoughtfully and deliberately.		Assessment & Interview
		An entrepreneurial spirit and a strong work ethic with a bias for action and implementation and the willingness to go above and beyond.	Interview
	The means to effectively travel around Coventry, Solihull & Warwickshire to meet the needs of Think Active. The ability to travel wider across the West Midlands and nationally as required.		Application
		Something special, a can-do attitude with a determination to make a difference.	Application & Interview



<p>SKILLS AND ABILITIES</p>	<p>A solid academic record is essential with, ideally, additional specific or post-graduate qualifications.</p> <p>Proficient in all aspects of Business Management (and ideally have had some formal training, or be able to demonstrate significant experience)</p> <p>Financial acumen with the ability to plan, interpret, prepare, and report on financial reports.</p> <p>Demonstrated ability to lead, manage and develop a high-performance culture in organisations.</p> <p>Proven ability to develop and execute bold initiatives, assemble effective teams, lead high performance organisations, and achieve sustainable growth.</p>	<p>You can competently manage all elements of a charity including Finance, Operations, HR, Health and Safety, IT, Quality Management, Continuous Improvement through your ability to manage and oversee multiple work areas and projects.</p> <p>You have a strong focus on the use and application of data to inform decision making.</p> <p>You are competent in IT to operate efficiently in your own work and to advise the needs of the business</p>	<p>Application & Assessment & Interview</p>
	<p>Ability to understand funders and stakeholders' objectives and needs.</p>	<p>Awareness of and ability to understand regulatory requirements affecting business decisions.</p>	<p>Application & Assessment & Interview</p>
	<p>Possesses the ability to influence others through the appropriate combination of knowledge, conviction, enthusiasm, engagement, empathy, and logic when presenting opportunities, problems, and recommendations.</p> <p>A natural communicator able to motivate and align staff through open and honest</p>		



	communication that is backed up with personal action.		
LEARNING AND DEVELOPMENT	<p>You should be able to reflect on your own performance and want to improve.</p> <p>You can take and welcome feedback and embrace improvement areas through self-development, training, and professional development.</p>		Assessment and Interview