



## CHIEF EXECUTIVE OFFICER - PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
Minimum of 18 months' experience of being the CEO/ head of a not for profit organisation	Experience in site management (land and/or buildings)
Career progression within small charity / social enterprise – hands on experience of different roles and responsibilities	Crisis management and business continuity
At least five years' line management experience	Knowledge of crafts and understanding of the importance of them
Over five years proven budget management experience	Experience of bidding for public sector contracts
Personable with the ability to get on with all kinds of people	Driving license/ trailer license
Proven and demonstrable grant fund-raising from trusts and statutory sources	Experience in overseeing education programmes for children and/or adults
Experience in generating unrestricted income through sales of goods and services, and donations	Ability to speak languages in addition to English, particularly those spoken locally
Demonstrable skills in networking and influencing and ability to successfully network and forge links that are beneficial to the farm and local community	Experience in lease negotiations/ property law
Excellent communication skills, both verbal and written and experience in being the spokesperson for an organisation	Links with the London business community
Significant Health and Safety expertise and experience	
Demonstrable commitment to equal opportunities, experience in implementing policies and improving diversity	
Knowledge of the legal framework in which charities operate	
Brilliant leadership skills and able to inspire a team	
Ability to work independently	
Able to problem solve, be methodical and be calm in a varied environment	
Knowledge of food production and food ethics	
Proven experience in business planning	
Experience in writing and implementing policies	

Experience of working with a board	
Excellent IT skills including MS Office, Google Suite, Quick Books and WordPress	
Willingness to muck in (and out) and get your hands dirty (literally)	

## CHIEF EXECUTIVE OFFICER - APPLICATION PROCEDURE

We seek to appoint some one as soon as possible, but will keep the recruitment process open until we find the right candidate. There is no deadline but we urge you to apply quickly if you are interested. There are four stages.

1	Send CV and cover letter to <a href="mailto:jo@stepneycityfarm.org">jo@stepneycityfarm.org</a> The cover letter should answer the following four questions: Which elements of the personal specification do you not meet, and how would you overcome that lack of experience? What do you consider to be Stepney City Farm's most significant strengths and weaknesses (no more than three of each)? What would you bring to the role that you consider to be important and which is not covered in the person specification? What have you personally done to further equal opportunities?
2	If application is successful, a phone/Skype interview with Jo Pertwee, Co-Chair of Trustees
3	If recommended by Jo, an informal interview at the farm with Victoria Park, Co-Chair of Trustees
4	If recommended by Victoria, a formal interview with two board members
5	If approved at interview stage, an opportunity to meet the staff team and final decision