



## Senior Advisor (Senior Leadership Recruitment and Training)

### PERSON SPECIFICATION

	Essential	Desirable
<b>1. Faith commitment</b>	Being a practising Catholic (see <a href="http://www.bdes.org.uk">www.bdes.org.uk</a> for further information) and being able to articulate what this means to others	CCRS Qualification or other related
	Commitment to seeking and undertaking opportunities for one's own spiritual development and deepening knowledge and understanding of the Catholic faith	
<b>2. Qualifications</b>	GCSE Maths and English Language (Grade C) (or equivalent)	CIPD qualified (or equivalent knowledge and understanding)
	Degree educated or equivalent	Postgraduate qualification
	Evidence of continual professional development	Leadership certification and/or qualification
<b>3. Experience</b>	Substantial experience in recruiting to and engaging in or advising on senior leadership positions	Experience of leading selection and appointment panels, ideally for senior leadership positions in education settings
	Experience designing, delivering, and evaluating training to a broad range of people at a variety of levels	Experience of working within a multi academy or in an education setting at a senior leadership level, or within the HR function
<b>4. Communication</b>	Confidence in communicating with a diverse range of people at all levels (e.g. board directors/governors, CSELs/CFOs/COO, clergy, public, colleagues).and the ability to represent the BDES and its mission, vision and strategy to internal and external stakeholders	Understanding and ability to use a range of communication tools within a professional context, including social media platforms
<b>5. Accountability</b>	Broad understanding of relevant legislation and areas of compliance and ability to translate this into appropriate training, advice and guidance for key stakeholders	
	A good understanding of confidentiality in all communications as well as data protection/GDPR as it relates to the role	

	<b>Essential</b>	<b>Desirable</b>
<b>6. IT Skills</b>	Confident use of Microsoft Office software and capability and willingness to learn new systems to support the effective work of the BDES	Ability to manipulate and analyse data sets (proficiency in excel or other software to do so)
	Ability and knowledge to use IT to make processes or services more efficient and effective	
<b>7. Skills and abilities</b>	Ability to build positive working relationships with colleagues and key stakeholders across our Archdiocesan Multi Academies and Schools	Certified safer recruitment training within the last two years
	Ability to work as part of a team and support monitoring and communication of work undertaken against agreed priorities	
	Ability to be a persuasive and clear communicator in a variety of forms and to a range of audiences	
	Ability to manage conflict and find innovative resolutions to challenging problems	
	Ability to balance competing priorities and remain positive and enthusiastic when working under pressure	
	Keenness to understand the work of the BDES within the context of the Archdiocesan Vision and how the work of the team can most effectively support strategic priorities	
	High expectations for the quality of one's own work and that of others, seeking continuous improvement in the services provided within the capacity available within the BDES	
	Ability to motivate and encourage others, inspire trust and a sense of common purpose	
	Ability to clearly demonstrate an understanding of safeguarding requirements and a positive safeguarding culture	
	Flexibility and resilience, and ability to attend periodic evening meetings	
	Satisfactory enhanced DBS check and full driving licence with use of a car	

As at 6 October 2021