

BRITISH ASSOCIATION FOR COUNSELLING AND PSYCHOTHERAPY  
(BACP)

**COACHING DIVISION (BACPC)**

**EXECUTIVE SPECIALIST PERSON SPECIFICATION**

The person appointed must be able to demonstrate the following: -

- Be a current BACP member (ideally accredited).
- Be a member of BACP Coaching Division.
- Proven networking experience with a wide network of contacts in the specialist area they are providing consultancy or advice on.
- Previous experience of working as a volunteer within a professional body.
- Proven project management skills.
- Good inter-personal skills with an ability to communicate at all levels, including effective and clear verbal communication face-to-face and written communication such as writing for publication.
- Have a flexible approach with an ability to handle multiple tasks and meet agreed deadlines.
- Previous experience of using Word, Outlook, PowerPoint and Internet, including an understanding of online forums and networks.

21 September 2010

r:\divisions\coaching\person specifications\executive specialist.docx