**Person specification for Dean and Cauvin Deputy Chief Executive Officer**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** |
| **Registration, qualifications and CPD** | * Registration or eligibility to register with the Scottish Social Services Council (SSSC) * A degree or diploma in social work (or equivalent) * Evidence of regular and relevant continuing professional development including up to date knowledge of child and adolescent development and child protection * A post graduate certificate in Child Protection or willingness to work towards this qualification. | * An honours degree * A management qualification * Practice teaching award |
| **Experience** | * Management of services for children and families * Direct work with children and young people * Implementing requirements and recommendations from inspection reports * Developing, implementing and ensuring adherence to policies and procedures * Managing change and improvement * Organisation and delivery of training or development events for staff/ colleagues * Dealing with concerns, complaints and grievances * Evidenced commitment to equal opportunities for staff and young people and delivering services that are appropriate and sensitive to needs resulting from gender, ethnicity, religion, culture, language, ability/ disability, age and sexual orientation * Working in partnership with other organisations or services to achieve change or development | * Management services for children and young people * Delivery of parenting services for parents needing additional support * Staff recruitment, selection, management, supervision, appraisal and discipline * Working in the voluntary sector and/or with a management committee * Management of the optimum use and upkeep of buildings * Experience of income generation and fund raising |
| **Skills/ knowledge/ attributes** | * Understanding of and empathy for the circumstances and experiences of infants, children and young people requiring residential care or after care and their families * Commitment to children’s rights * Approachable and fair with both staff and young people * Able to remain calm and authoritative in complex or crisis situations and to inspire confidence in others * Able to spot and take advantage of opportunities for service development * Able to manage staff to embrace change and/or uncertainty * Where appropriate, ability to advocate on behalf of children or young people * Good verbal and written communicator * A good time manager, pro-active rather than re-active * Ability to work with a wide range of other organisations, ensuring the objectives of their own organisation are met * Working knowledge of relevant legislation e.g. Children and Young People, Employment, Equalities, Charities * Computer literacy | * Able to spot and take advantage of opportunities for service development * Numerate with good understanding of management accounting * Keeping abreast of relevant research and impending policy changes nationally and locally and ensuring managers/staff/ Board Members are informed of the implications for services * Resilient and able to manage pressure and conflicting demands |
| **Other** | Appointment will be subject to scrutiny of the following documents:  Certificate of social work qualification or equivalent  Other relevant qualification certificates  Birth certificate  SSSC (or equivalent) registration certificate  (Where applicable) Evidence of permission to work in the UK  (Where applicable) Driving licence and car tax and insurance documents  Appointment will also be subject to receipt of two satisfactory written references, one from current or most recent employer, and a PVG check | Ability to drive and access to a car |