****

**Person Specification: Manager – at February 2021**

**A:** assessed through application form

**I:** assessed through interview

|  |  |  |
| --- | --- | --- |
| **Area** | **Essential** | **Desirable** |
| **Qualifications** | • Degree or Diploma in a relevant field, or relevant professional qualification at SCQF level 9 /SVQ level 4 (A) | • Management qualification (SCQF level 7 /SVQ level 4 or equivalent) (A) |
| **Experience** | • Experience of managing complex individual or family-based work for at least 3 years, at a senior level (A)  • Experience of leading and managing staff (A)  • Experience of effective information / data management, quality and privacy/security, in order  to evaluate and plan activities (I)  • Experience of building good relationships and partnership working within the voluntary and statutory sectors (A) | • Experience of planning, designing and implementing services (I)  • Experience of charity governance and of working with Trustees (A)   * Experience of leading and managing volunteers (A) |
| **Leadership** | • Demonstrates compassionate, value-based approach, enthusiasm and drive, and manages and develops own personal impact on others (I)  • Ability to lead creativity, innovative practice and strategic planning (I)  • Commitment to, and experience of, promoting diversity and anti-discriminatory practice (I) | • Coaching and mentoring skills (A) |
| **Knowledge** |  | * Knowledge of services and issues relevant to the needs of children and families (I) |
| **Communication** | • Effective verbal and written communication skills including the ability to write reports (I) |  |
| **Planning and Organising** | • Ability to plan and facilitate training (A)  • Ability to work with budgets and financial systems (A)  • Flexibility to adapt and respond to a variety of situations and people, in order to meet changing needs (I)  • Time management skills, and ability to organise and prioritise own and others’ workload effectively and to work under pressure (I) |  |
| **Other** | • Ability to work flexible hours if required. (A) | * Full current driving licence (A) * Access to own vehicle (A) |