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

**A:** assessed through application form

**I:** assessed through interview

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| **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 orderto 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)
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| **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)
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| **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)
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