

## Person Specification: Scheme Manager

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>● Degree or Diploma in a relevant field, or relevant professional qualification at SCQF level 9 /SVQ level 4 (A) OR Can demonstrate significant, relevant and recent experience</li> </ul>	<ul style="list-style-type: none"> <li>● Management qualification (SCQF level 7 /SVQ level 4 or equivalent) (A)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Experience of managing complex individual or family-based work for at least 3 years, at a senior level (A)</li> <li>● Experience of leading and managing staff (A)</li> <li>● Experience of planning, designing and implementing services (I)</li> <li>● Experience of effective information / data management, quality and privacy/security, in order to evaluate and plan activities (I)</li> <li>● Experience of building good relationships and partnership working within the voluntary and statutory sectors (A)</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of charity governance and of working with Trustees (A)</li> <li>● Experience of leading and managing volunteers (A)</li> <li>● Supporting families perinatally</li> <li>● Knowledge of the impact of mental health problems</li> <li>● Knowledge and experience of child protection procedures</li> </ul>

<p>Leadership</p>	<ul style="list-style-type: none"> <li>● Demonstrates compassionate, value-based approach, enthusiasm and drive, and manages and develops own personal impact on others (I)</li> <li>● Ability to lead creative, innovative practice and to implement strategic planning (I)</li> <li>● Commitment to, and experience of, promoting diversity and anti discriminatory practice (I)</li> </ul>	<ul style="list-style-type: none"> <li>● Coaching and mentoring skills (A)</li> <li>● Working to support the Board of Trustees</li> </ul>
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<p>Knowledge</p>	<ul style="list-style-type: none"> <li>● Knowledge of Third Sector working and developing effective partnerships with statutory sector(I)</li> <li>● Knowledge of Getting It Right for Every Child (GIRFEC) and relevant legislation for children and families(I)</li> <li>● Knowledge of services and issues, including child protection relevant to the needs of children and families(I)</li> <li>● Knowledge of the impact of Adverse Childhood Experience and Trauma related practice (I)</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of motivational interviewing techniques</li> <li>● Local knowledges of family support in the Helensburgh area</li> <li>● Experience of Home-Start support</li> <li>● Knowledge and understanding of the Faslane Community</li> </ul>
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Communication	<ul style="list-style-type: none"> <li>● Effective verbal and written communication skills including the ability to write reports (I)</li> </ul>	
Planning and Organising	<ul style="list-style-type: none"> <li>● Ability to plan and facilitate training (A)</li> <li>● Ability to work with budgets and financial systems (A)</li> <li>● Ability to prepare reports using outcome data from an Information and Management system</li> <li>● Flexibility to adapt and respond to a variety of situations and people, in order to meet changing needs (I)</li> <li>● Time management skills, and ability to organise and prioritise own and others' workload effectively and to work under pressure (I)</li> </ul>	<ul style="list-style-type: none"> <li>● Delivering supports to families through group-based supports</li> </ul>
Other	<ul style="list-style-type: none"> <li>● Ability to work flexible hours if required. (A)</li> <li>● Full current driving licence (A)</li> <li>● Access to own vehicle (A)</li> </ul>	