



Recruitment and Promotions

Person Specification

Section/Team:	Management Team
Post Title:	Head of Services & Development (35hrs)

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Management of services for children and families • Leading, Supporting & Managing Staff Team Members • Implementing requirements and recommendations from evaluation, strategies and/ or inspection reports • Developing, implementing and ensuring adherence to policies and procedures • Managing change and improvement • Organisation of training &/ or development events for staff/ colleagues and volunteers • Staff recruitment, selection, management, supervision, appraisal and discipline • Dealing with concerns, complaints and grievances • Working in partnership with other organisations or services to achieve change or development • Overseeing of financial management and budget controls • Experience of income generation and fund raising, grants • 	<ul style="list-style-type: none"> • Working in the voluntary sector and/or with a management committee / Trustees • Direct work with children and young people • Management of the optimum use and upkeep of buildings • Experience of working with young people/children in a relevant setting. • Experience of youth work / Early Years work • Experience of procurement & service levels agreements
Qualifications	<ul style="list-style-type: none"> • A degree or diploma in Community Learning & Development, Social Work, Education, Early Years or equivalent • Evidence of regular and relevant continuing professional development including up to date knowledge of child and adolescent development and child protection. 	<ul style="list-style-type: none"> • An honours degree • A management qualification • A post grad certificate in Child Protection or willingness to work towards this qualification. • Registration or eligibility to register with the Scottish Social Services Council (SSSC)

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • 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 • Detailed knowledge of person-centred approaches, social inclusion and models based on the ethos of recovery, drawing on experience nationally and internationally • Sound understanding of improvement frameworks, such as continuous improvement, business / charity excellence and youth work standards, and regulatory requirements of Scottish charities • Compliance with fundraising regulations and GDPR 	<ul style="list-style-type: none"> • Relevant legislation in regards to young cares and care experienced young people including Carers Act 2016, and / or Child Protection / Vulnerable Adults • Knowledge of the aspirations of The Promise to secure positive change for Care Experienced Children & Young People.
Skills, Values & Attributes	<ul style="list-style-type: none"> • Ability to demonstrate positive leadership attributes • Ability to work in a changing environment • Excellent communication skills, able to influence others, and effectively manage relationships • Excellent network and relationship builder • Excellent IT skills • Ability to enable positive team cultures, engage people, and where required to mitigate or resolve conflict. • Excellent written and presentation skills • Maintain the highest personal and professional standards. Work professionally and collaboratively with internal and external colleagues, those who use our services and members of the public and to meet the requirements of funders and regulators. 	<ul style="list-style-type: none"> • Training delivery / facilitation skills • Marketing & Social Media skills & knowledge
Others	<ul style="list-style-type: none"> • Ability to be flexible re: working locations. • Possession of full clean driving licence. • Preparedness to work evenings, weekends and on a flexible basis. 	