Relationships Scotland-Counselling Highland (RS-CH)

**PERSON SPECIFICATION**

**Job Title**: Service Manager – part time (21 hours per week)

Relationships Scotland–Counselling Highland (RS-CH) is based in Inverness and covers the whole of Highland. We offer relationship support for everyone in Highland over 16 experiencing relationship difficulties, whether married, single, living together, in civil partnerships, divorced or separated. RS-CH are delighted to be recruiting for a new Manager. This role offers a fantastic opportunity to continue to grow our organisation.

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

* Office management experience including responsibility for staff, budgets and book-keeping, sensitive information, organisational and staff performance, compliance, monitoring and reporting.
* Excellent communication skills, including report writing, and the ability to provide written materials for a wide range of audiences and media (especially online)
* Ability to communicate clearly with and influence a wide range of people including service users, professions working with families, managers and officials in other organisations, preferably including some public speaking
* Committed to equal opportunity practice in all aspects of RS-CH work
* Effective leadership, organisational and administrative skills, and commitment to help fulfil the potential of all members of RS-CH
* Effective use of IT and knowledge of the opportunities such technology affords. In particular, skilled with MS Word, creating MS Excel spreadsheets and email.

**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE**

* Knowledge and experience of Third Sector organisations and making fundraising applications
* An understanding of counselling (not necessarily as a counsellor) and or the therapeutic world
* Knowledge of the wider sector such as Family Mediation or similar fields, and of Mental Health issues

**SPECIAL REQUIREMENTS**

* Willing and able to work a mix of mornings, afternoons, evenings