**Person Specification - Scheme Manager**

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start scheme manager.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

| **Person Specification – Scheme Manager** |
| --- |
| **ESSENTIAL** | **Method of Assessment** |
|   | **A** | **I** | **E** |
| **Education and qualifications** |  |  |  |
| Good standard of education (A level, NVQ level 4 or equivalent) | X |  |  |
| **Employment History** |  |  |  |
| Relevant previous or current employment (in a leadership or management role) | X | X |  |
|   |  |  |  |
| **Managing the scheme** |  |  |  |
| Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees | X | X |  |
| Experience of managing and leading a project | X | X |  |
| Experience of strategic management, planning and prioritising | X | X |  |
| Ability to negotiate and secure funding | X | X |  |
| Experience of developing and managing budgets and financial systems | X | X |  |
| Ability to process and collate information              | X |  | X |
| Ability to prepare reports and statistical information | X |  | X |
|   |  |  |  |
| **Supporting families**                              |  |  |  |
| Understanding of the needs of families with young children             | X | X |  |
| Knowledge of safeguarding issues | X | X | X |
| Knowledge of current legislation and policies relating to children and families | X | X |  |
|   | X | X |  |
| **Managing Others**  | X | X |  |
| Experience of leading a team, including recruitment (staff or volunteers) | X | X |  |
| Supervisory and staff development skills | X | X |  |
| Skills in developing and delivering training programmes | X | X |  |

| **Working in partnership and in the wider context** |   |   |   |
| --- | --- | --- | --- |
| Knowledge of the roles of agencies providing services for children and families | X | X |  |
| Promotional skills | X | X |  |
| Presentation skills | X | X | X |
|  | X | X |  |
| **Self management/personal attributes** |
| Interpersonal skills | X | X |  |
| A positive and creative approach to tackling tasks | X |  | X |
| Commitment to good safeguarding practice  | X | X | X |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice | X |  |  |
| Understanding of the need for professional confidentiality | X |  |  |
| Good written and verbal communication skills | X | X | X |
| Negotiating skills | X |  | X |
|   |  | X |  |
| **Special requirements**  |  | X |  |
| Able to work flexibly, some evening or week-end work  |  | X |  |
| Willingness to access training opportunities |  | X | X |
| Car driver | X |  |  |
| Eligibility to work in the UK | X |  |  |
|   |  | X |  |
| **DESIRABLE** |  | X |  |
| Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer | X |  |  |
| Experience of work in the voluntary sector or as a volunteer | X |  |  |
| Experience of working with families | X | X |  |
| Parenting experience | X |  |  |