



# Person Specification

## ROLE: New Support and Community Access Manager

CRITERIA	ESSENTIAL	DESIRABLE
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• SVQ level 3 in Social Care</li> <li>• Expected to work towards SVQ Level 4 Leadership and Management in Care Services</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• A CALM qualification</li> </ul>
<b>Skills/ Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent networker</li> <li>• Excellent time management and organisational skills</li> <li>• Good IT Skills</li> <li>• Excellent knowledge of Learning Disabilities</li> <li>• Able to meet deadlines and deliver on commitments</li> <li>• Knowledge of the Assessment Process</li> </ul>	<ul style="list-style-type: none"> <li>• Communication – AAC (Augmentative Alternative Communication Methods)</li> <li>• Use of BSL / Sign</li> <li>• Training delivery</li> <li>• Public speaking / representation</li> <li>• Costing support</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Health &amp; Social Care Standards</li> <li>• Knowledge of working with the Care Inspectorate</li> <li>• Additional support needs, Learning disabilities and Autism Spectrum disorders</li> <li>• Knowledge of Person-Centred Approaches in education</li> <li>• Knowledge of developing services</li> <li>• Knowledge of Social Networking platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Costing models for new support</li> <li>• Data collection and Analysis</li> <li>• Promotion activities for the service</li> <li>• Knowledge of Befriending services</li> <li>•</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Education or Social Care</li> <li>• Management/supervisory experience</li> <li>• Experience of working with individuals who have a Learning Disability</li> <li>• Managing budgets to deliver a service</li> <li>• Team development</li> <li>• Plans of support for adults with a</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering an Education Programme</li> <li>• Working directly with an SLT role</li> <li>• Use of an Online data system</li> <li>• Project Management</li> </ul>

# PERSON SPECIFICATION



CRITERIA	ESSENTIAL	DESIRABLE
	Learning Disability	<ul style="list-style-type: none"> <li>• Change Management</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Honesty, integrity, non-discriminatory, demonstrates Discretion</li> <li>• Patience</li> <li>• Willingness to work flexibly</li> <li>• Able to work on own initiative</li> <li>• Sense of humour</li> <li>• Committed to deliver excellence</li> <li>• Consistently demonstrates our values: Tailored, Humour, Respect, Integrity, Value and Empathy</li> <li>• Positive and solution focused attitude</li> <li>• Committed to deliver excellence</li> <li>• Able to work flexibly when required</li> </ul>	
<b>Requires to be mobile/Driving Licence Required:</b>		<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<b>Disclosure Required:</b>	<ul style="list-style-type: none"> <li>• YES – PVG</li> </ul>	