

PERSON SPECIFICATION

POST: Care & Repair Manager DATE: May 2017			
1.0	Education and Experience	Essential	Desirable
1.1	Educated to Degree level (or equivalent)	*	
1.2	Management and /or Technical qualification		*
1.3	At least three years' experience in a similar post with similar responsibilities.	*	
1.4	Substantial relevant and recent experience of developing high quality community based services or projects.	*	
1.5	Previous experience in a public or voluntary sector organisation.		*
1.6	Experience of staff and/or volunteer supervision and management	*	
1.7	Experience of working within partnerships and/or multi-agency arrangements		*
1.8	Experience of fundraising and of identifying and pursuing sources of funding.		*
1.9	Experience of providing guidance on technical building matters	*	
2.0	Knowledge, Skills and Abilities	Essential	Desirable
2.1	Excellent written and oral communication skills, able to communicate complex information to a range of audiences.	*	
2.2	Research and report-writing skills and the ability to interpret or present data	*	
2.3	Excellent interpersonal and engagement skills and the ability to deal with difficult situations and undertake conflict resolution	*	
2.4	Effective communicator and manager/supervisor with a proven ability to motivate and develop staff, volunteers and community groups	*	
2.5	Ability to liaise effectively with staff in other departments and organisations	*	
2.6	Ability to work on own initiative and take a methodical approach to organising and prioritising a varied workload.	*	

2.7	Understanding of Social Policy and practice.	*	
2.8	A demonstrably creative approach to service development and delivery	*	
2.9	Knowledge and experience of business planning		*
2.10	Knowledge of the Scottish funding environment and experience of preparing and submitting funding applications.	*	
2.11	Experience of monitoring and reporting to funders and meeting the agreed targets and outcomes specified.	*	
2.12	High level of IT competence	*	
2.13	Full drivers licence	*	
3.0	Values and Attitudes	Essential	Desirable
3.1	Ability to demonstrate empathy with the organisation's values.	*	
3.2	Commitment to continuous improvement and excellence.	*	
3.3	Commitment to the practical application of equalities policy and practice.	*	
3.4	Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse communities.		
3.5	Ability to engage in self-critical reflection and constructively critical support	*	
3.6	A non-judgemental and positive attitude.		
3.7	Concern for openness, confidentiality and accountability	*	
3.8	Demonstrated commitment to continuing professional development	*	
4.	Other considerations	Essential	Desirable
4.1	Ability to meet the practical requirements of the post including flexibility regarding travel and evening meetings.	*	
4.2	Fluency in a community language and/or experience in working with underrepresented groups.		*