

HOME-START BRISTOL

PERSON SPECIFICATION: SCHEME MANAGER

ESSENTIAL

Education & qualifications

Good standard of education: A level, NVQ 4 or equivalent

A commitment to personal continuing professional development

Employment history

Relevant experience in a management and/or leadership role in a similar context

Managing people

Experience of leading and motivating a team of staff and volunteers

Experience of recruitment of staff and volunteers

Experience of supervision and developing the skills and reflective practice of staff and volunteers

Ability to develop and deliver training programmes

Ability to challenge and deal with a wide range of issues effectively and with confidence

Managing the scheme

Knowledge of the voluntary sector and the roles and responsibilities of trustee Boards

Able to work competently and professionally alongside HSB's Board

Experience of strategic management, planning and prioritising

Ability to develop new services and initiatives when required

Experience of managing and leading on projects

Ability to negotiate and secure funding

Experience of monitoring income and expenditure budgets

Ability to process, collate, monitor and evaluate information

Able to use social media as a marketing tool

Ability to prepare reports and statistical information

Proficient in the use of office software packages

Supporting families

Understanding of the needs of families with young children

Current knowledge of safeguarding and extensive knowledge of handling safeguarding issues

Knowledge of current legislation relating to children and families

Understanding of parenting issues

Experience of working with families

Working in partnership

Knowledge of statutory and voluntary organisations which provide services for children and families

Experience of maintaining good working relationships; skilled at networking

Good promotional and presentation skills

Self-management/personal attributes

Ability to lead, inspire and motivate a team

Ability to work independently and to take decisions in a leadership role

Effective time management skills, combined with a flexible approach and ability to multi-task

A positive and creative approach to tackling tasks and effecting change

Commitment to good safeguarding practice

Understanding of and commitment to the need for confidentiality

Knowledge and commitment to equal opportunities and anti-discriminatory practice

Good interpersonal, written and verbal communication skills

Good negotiating skills

Special requirements

Eligible to work in the UK

Willing to access training opportunities

Able to work flexibly, occasional evening or weekend work

Own transport

DESIRABLE

Relevant professional training

Experience of working in the voluntary sector