**PERSON SPECIFICATION – Project Manager**

Ensure that your CV and covering letter demonstrate your capabilities in relation to each of the criteria listed below. Where relevant give examples to illustrate how your competences have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

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| **EXPERIENCE**Experience of managing/leading a team in a supported housing or social care setting.Experience of working with adults with offending behaviour, either in the prison setting or within the community.Experience of key working with men with addictive behavioursExperience of person centred approach Experience of working effectively in a multi-agency, partnership setting. |  EssentialEssentialEssentialDesirableDesirable |
| **KNOWLEDGE & QUALIFICATIONS**Anunderstanding of the social issues affecting residentsAn understanding of working with, and commitment to improving the lives of, vulnerable people.Knowledge of benefits system and applications process.An understanding of housing law and knowledge of local housing services.An understanding of support planning and risk assessmentsKnowledge of safeguarding procedures Knowledge of Health and Safety at WorkNVQ Level 3 (or equivalent) in Social Care or other relevant subject.Successful enhanced DBS DisclosureAn understanding of tenancy managementAbility to deliver group work effectivelyGood IT skillsKnowledge of Community resources and partnership working  | Essential Essential Essential Essential DesirableEssentialDesirableEssentialEssentialEssentialEssentialEssentialDesirable |
| **SKILLS & ABILITIES**Ability to lead a team, including external partners and to inspire/motivate them to deliver results. Ability to maintain good client relations. Ability to communicate and consult effectively with service users and other professionals. Ability to work unsupervised and as part of a team Ability to prioritise workload and work under pressure Numerate and literate Ability to record information clearly and accuratelyAbility to prepare clear and concise reports Computer literate and proficient in MS Office applications Ability to manage the work of others and contribute towards change | Essential Essential EssentialEssential EssentialEssential Desirable EssentialDesirable Essential |
| **ATTRIBUTES**Confident in leading daily Christian worship/prayer time for staff, residents and volunteersGood timekeeping and attendance for both the office and external meetings. Ability to excel in a high-pressure environment. Dedicated to providing excellent serviceAble to demonstrate a firm style which is outcome focused and to ensure resident and stakeholder needs are met Commitment to Equal Opportunities and valuing diversity. Ability to work occasional night shifts including weekend working and the flexibility to respond the needs of the house. Seeks ways to continuously improve and learn Demonstrates positivity, drive, enthusiasm and determination |  Essential EssentialEssential Essential Essential EssentialDesirable DesirableEssential |

