**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 behaviours  Experience of person centred approach  Experience of working effectively in a multi-agency, partnership setting. | Essential  Essential  Essential  Desirable  Desirable |
| **KNOWLEDGE & QUALIFICATIONS**  Anunderstanding of the social issues affecting residents  An 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 assessments  Knowledge of safeguarding procedures  Knowledge of Health and Safety at Work  NVQ Level 3 (or equivalent) in Social Care or other relevant subject.  Successful enhanced DBS Disclosure  An understanding of tenancy management  Ability to deliver group work effectively  Good IT skills  Knowledge of Community resources and partnership working | Essential  Essential  Essential  Essential    Desirable  Essential  Desirable  Essential  Essential  Essential  Essential  Essential  Desirable |
| **SKILLS & ABILITIES**  Ability to lead a team, including external partners and to inspire/motivate them to deliver results.  Ability to maintain good client relations.  The ability to communicate and consult effectively with service users and other professionals.  The ability to work unsupervised and as part of a team  The ability to prioritise workload and work under pressure  Numerate and literate  The ability to record information clearly and accurately  Ability 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  Essential  Essential  Essential  Essential  Desirable  Essential  Desirable  Essential |
| **ATTRIBUTES**  Confident in leading daily Christian worship/prayer time for staff, residents and volunteers  Good timekeeping and attendance for both the office and external meetings.  Ability to excel in a high-pressure environment.  Dedicated to providing excellent service  Able 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  Essential  Essential  Essential  Essential  Essential    Desirable  Essential  Essential |