

This post requires that the post holder has the following skills and experience to fulfil the job description.

When completing your application form, in section 6 “Person Specification” please address yourself to each of the points marked with an asterisk \*. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

**Application forms without this completed section will not be accepted.**

## **Experience**

- \* 1 A relevant professional background in the homelessness, addiction, social care, complex needs and support fields and significant management experience, with high levels of autonomy and accountability.
- \* 2 Experience of managing change and leading a team/s through change.
- 2 Experience of strategic and operational planning and policy implementation including risk management.
- 3 Experience of effective financial/business management including the preparation and management of budgets.
- \* 4 Experience of providing effective line management and team supervision and support.
- 5 Lived experience within your area of expertise (e.g. mental ill health, Homelessness) and confidence to use this in a way that supports the recovery of others. (D)
- \* 6 Experience of Psychologically Informed Practice and providing Trauma Informed Care.

## **Skills/Ability/Knowledge**

- \* 8 Knowledge and understanding of issues surrounding addiction, experience of working with recovering addicts and alcoholics and an understanding of the role trauma can play in addiction.
- 9 Knowledge of national and local developments relating to current drug and alcohol treatment pathways.
- 10 Self-motivated across a broad spectrum of work and the ability to work under pressure.
- 11 An ability and commitment to work effectively in partnership with the Director of Advice and Support Services, the Chief Executive, BHT Sussex Board, members of the Executive Management and Senior Management Teams, BHT Sussex staff and other organisations.
- 12 A high degree of personal energy and drive to work with clients, the community, and stakeholders, to meet the aims and strategic objectives of the service areas
- 13 High levels of resilience, excellent leadership, and motivational skills.

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- 14 A clear vision for the future development of the service area and a commitment to its long-term success.
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- 15 Well-developed networking, promoting, and negotiating skills.
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- 16 Excellent communication skills, both verbal and written and presentational.
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- 17 Ability to explore and develop new opportunities in a highly organised manner.
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- 18 A clear understanding of the role and functions of a local social housing organisation and related services.
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- 19 An ability to implement effective administration systems.
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- 20 A high degree of sensitivity and tact in all dealings with people, particularly in supporting people in their personal development.
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- 21 Excellent working knowledge of Microsoft Office applications.
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## **Attitudes**

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- 22 Commitment to Continuous Improvement and trauma informed working.
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- 23 Commitment to promoting equality and diversity in all aspects of our work
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