

**Person Specification**

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.**

**Essential Experience:**

*	1.	A relevant professional background in the social care field, with high levels of accountability
*	2.	Experience of providing effective line management and team supervision and support
*	3.	Experience of the effective co-ordination of work and workloads across a team
*	4.	A proven track record of managing a team working with vulnerable clients with housing related and associated support needs
	5.	Experience of operational planning and implementation, including risk management
*	6.	Experience of monitoring service quality and taking appropriate action
	7.	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)
	8.	Experience of Psychologically Informed and Trauma Informed Practice

**Skills / Ability / Knowledge:**

	9.	Self-motivated and the ability to work under pressure
	10.	The ability and commitment to work effectively and collaboratively in partnership
*	11.	A high degree of personal energy and drive to work with clients, the community, and stakeholders, to meet the aims and objectives of the Service
*	12.	In-depth knowledge and experience of working with people who have housing related and other associated support needs (e.g. Homelessness / facing housing loss, legal/benefits issues, mental health issues, physical health issues, face barriers to accessing statutory and voluntary sector services)
	13.	The ability to explore and develop new ways of working
*	14.	The ability to meet, monitor and report on performance targets

*	15.	A thorough understanding of risk management and health and safety issues and systems
	16.	The ability to implement policies and procedures
	17.	A working knowledge of relevant housing and welfare benefits legislation (e.g. Homeless Reduction Act, Housing Benefit, Universal Credit, PIP, care Act)
	18.	Excellent interpersonal and negotiation skills.
	19.	Excellent communication skills, both verbal and written
*	20.	Excellent numerical and I.T skills to include Microsoft Office applications
	21.	The ability to implement effective administration systems.

### Attitudes

	22.	Commitment to Continuous Improvement
	23.	The ability to take responsibility and to make decisions
	24.	The ability to motivate and support people using psychologically informed approaches.
	25.	Commitment to promoting equality and diversity in all aspects of our work.
	26.	Commitment to meeting the needs of vulnerable adults