

## MELTON MENCAP

### PERSON SPECIFICATION

**Job Title: Services Manager**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/training</b>	Undertaken recent relevant short or long term training or experience in the past two years in learning disability or an associated area.	Academic qualifications e.g. GCSE, A level, NVQ, Vocational qualifications, Professional, Social Care Work, youth education or F.E., Management Training. CQC Requirements for Registered Manager
<b>Experience &amp; Knowledge</b> In previous posts, state specific time period and nature of the experience, e.g. voluntary capacity or specialist experience.	A sound understanding of the needs of children and adults with learning disabilities and their families, and services which relate to them. A minimum of 12 months working with people with learning disabilities. Experience of working in, or a clear understanding of, the voluntary sector. Experience of working reliably on own initiative Working knowledge of Health & Safety and Risk Assessment. CQC requirement for LCC monitoring CQC requirements for Registered Manager	Identifying funding sources and making appropriate applications. Knowledge of play work. Knowledge and understanding of training issues for self, staff and volunteers. Basic understanding of benefit system. Understanding of recruitment, working with and supporting volunteers.
<b>Skills</b> Relevant to this post. Clear indication of nature of experience. E.g. in previous posts, voluntary capacity or specialist experience.	Good organisational and time management skills. Good interpersonal and communication skills, including ability to communicate effectively with people with a learning disability. Good management skills with the ability to supervise staff and, either directly or indirectly, volunteers. Ability to present concise focussed verbal and written reports. Numerate, with a clear understanding and use of plain English. Sound knowledge of setting budgets, budgetary and financial control of funding from a variety of sources. Knowledge of monitoring and evaluation methods Proficient use of IT and working knowledge of Microsoft Office, emailing and use of the internet.	Familiarity with PCs, audio-visual equipment, digital cameras, etc. and coaching staff in their use and application

	Risk assessment and quality working practices Organising and chairing meetings	
<b>Attitude and temperament</b> Interpersonal skills, reliability, maturity, response to stress and deadlines. <b>Innate abilities</b> Aptitude for learning/prioritisation and quick to grasp a point.	Ability to work on own initiative and with minimal supervision. Confidence to negotiate at all levels and act as an advocate. Ability to work effectively with conflicting demands on skills and time. Ability to work collaboratively, develop team-working and form and maintain good relationships (parents, professionals, groups, staff etc.). Flexible, enthusiastic, approachable Ability to be creative, providing a lead for giving Melton Mencap a vision for the future. Provide a lead to restructure Melton Mencap to meet future needs in collaboration with staff and trustees.	
<b>Motivation</b> An interest in this area of work and evidence of self motivation.	Well motivated and enjoys the challenge of working for a small independent charity. Demonstrate a commitment to provision of quality services, relating to the needs of people with learning disabilities and their families.	
<b>Appearance</b>	Well presented for public contact.	
<b>General circumstances</b>	Valid driving licence and own transport. Able to be flexible working outside normal working hours, evenings and occasional weekends.	
<b>Other</b>	Operate a Non-smoking policy	