

**GENESIS SUPPORT SERVICES LTD.
PROJECT MANAGER
PERSONNEL SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Significant experience of work within the social care sector.</p> <p>Substantial experience of managing staff and other resources</p> <p>Experience of supervising staff</p>	Experience of work with young people in a community setting.	Application form and selection process
QUALIFICATIONS	<p>Further or Higher education qualification in Social Care</p> <p>E.g. NVQ Level 3 / 4</p> <p>Willing to undertake NVQ Level 4</p>	Any relevant qualification in the field of social care or supported accommodation	<p>Application form and selection process.</p> <p>Certificates</p>
TRAINING	Be willing to undertake related and self development training.		Application form and selection process.
SPECIAL KNOWLEDGE	<p>Knowledge of Children (Leaving Care) Act 2000</p> <p>Knowledge of the special needs of care leavers and homeless children in need with regard to accommodation</p>		Application form and selection process.
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying aspirations Equal Rights policies and practices.		Selection Process
DISPOSITION - ADJUSTMENT/ ATTITUDE	Able to relate positively to young people. Able to work effectively alone and as part of a team.	Ability to use initiative and take responsibility. Be motivated by a sincere interest in the needs of care leavers.	Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL & INTELLECTUAL SKILLS	Effective communication skills literate and numerate and able to present information accurately. Ability to write and present complex reports	Ability to absorb information easily. Ability to work on own initiative and manage workload with minimal supervision.	Application form and selection process
CIRCUMSTANCES - PERSONAL	Must be legally entitled to work in the UK. No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate)		Selection process.
PHYISCAL/SENSORY	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate.		Selection process

SPECIAL CONDITIONS

Must be prepared to work outside normal office hours, including some early mornings, evenings, weekends and bank holidays.

Must be prepared to work across houses– travel expenses will be paid.

Some home based working will be required.

Prepared by M Joseph October 2015