

PERSON SPECIFICATION

JOB TITLE:

ASSISTANT SCHEME MANAGER – DOROTHEA COURT

NOTES OF GUIDANCE FOR CANDIDATES

For each criteria, you must show in your application form how you meet that criteria in order to be shortlisted for interview. The information you give on your application form will be expanded upon at interview. By the end of the selection process you will need to have demonstrated that you meet all the criteria on this Person Specification to be considered for appointment.

<u>ATTRIBUTES</u>	<u>ESSENTIAL CRITERIA</u>	<u>DESIRABLE CRITERIA</u>
PERSONAL ATTRIBUTES, VALUES & BEHAVIOURS	<ul style="list-style-type: none"> ▪ Helpful, positive and respectful to all ▪ Treating people as individuals with unique and diverse needs ▪ Treating the family members with respect, valuing their life experience and wisdom ▪ Willing to be led and to do any reasonable task to get the work done ▪ Be a compassionate person ▪ Support and respect occupants in their Christian faith journey ▪ A maturing faith with the ability to offer spiritual leadership ▪ Empathetic ▪ Quietly assertive when required 	
EXPERIENCE	<ul style="list-style-type: none"> ▪ Relevant administrative experience ▪ Supervisory experience ▪ Training and team-leadership/building ▪ People management 	<ul style="list-style-type: none"> ▪ Experience of community living – professionally or personally ▪ Working with older people.
SKILLS & ABILITIES	<p>Ability to:</p> <ul style="list-style-type: none"> ▪ support occupants to retain the highest possible degree of privacy and personal independence ▪ offer compassionate support through relationships based on empathy, respect and dignity 	<ul style="list-style-type: none"> ▪ Knowledge of housing-related issues

<u>ATTRIBUTES</u>	<u>ESSENTIAL CRITERIA</u>	<u>DESIRABLE CRITERIA</u>
	<ul style="list-style-type: none"> ▪ see people as individuals and interact well with them at every level ▪ work effectively alone and as part of a team ▪ learn new skills, be flexible ▪ use initiative and problem-solve ▪ work under pressure and cope with many things happening at once <p>Strong record with:</p> <ul style="list-style-type: none"> ▪ computer literacy, familiar and comfortable using Microsoft Word, Excel and Outlook and to learn new systems ▪ social skills and professional manner ▪ working relationships with superiors, colleagues and staff ▪ calmness in all situations – ability to be depended upon by others 	
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Understanding the need for maintaining confidentiality ▪ Understanding of Professional Boundaries 	<ul style="list-style-type: none"> ▪ Understanding of Housing and Health & Safety and other relevant regulations
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> ▪ Willingness to participate in training and attend relevant staff meetings ▪ Awareness of self-development needs 	<ul style="list-style-type: none"> ▪ Educated to degree level ▪ Other relevant professional qualifications
COMMUNICATION SKILLS	<ul style="list-style-type: none"> ▪ Listening skills ▪ Excellent interpersonal skills ▪ Strong verbal and written communications skills ▪ Customer care skills ▪ Friendly and professional approach - telephone manner, dress, attitude 	
OTHER SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Willingness to be flexible in working pattern ▪ Good general health and physically capable of carrying out tasks involved ▪ Physical and mental stamina ▪ Committed, Protestant Christian able to provide a testimony of 	

<u>ATTRIBUTES</u>	<u>ESSENTIAL CRITERIA</u>	<u>DESIRABLE CRITERIA</u>
	<p>conversion, a minister's reference and subscribe to our Doctrinal Basis of faith</p> <ul style="list-style-type: none"> ▪ A positive attitude towards the Pilgrims' Friend Society and its wider aims and objectives ▪ Dedication to the life and aims of the housing scheme ▪ Recognition that this is an important role, requiring a high level of commitment and responsibility ▪ On call availability as required ▪ Must live within commuting distance of the work place 	