

PERSONNEL SPECIFICATION

MANAGER - GLENROYD PROJECT, ISLE OF MAN

	Essential	Desirable
General education	Professional qualification in Social Work, or First Level Nursing - must be on live register OR NVQ Level 4 in Health and Social Care OR QCF Level 5 in Health and Social Care	
Work experience	Minimum of 2 years management/ supervisory experience in a relevant care setting	
	2 years experience of working with adults in last 5 years with learning disabilities	1 years post qualifying experience of working with adults in a learning disability setting
	Experience in developing individual programmes of care and implementation of same	1 years experience in a community setting
	Maintaining administration systems including those using Microsoft Word & Excel	
	Positive commitment to care in the community philosophy	
	Liaison with statutory agencies and voluntary health care professionals	Service development experience
Special aptitudes	Ability to communicate: verbal and written Report writing skills Numeracy skills	Ability to work basic book-keeping system
Interest	Interest in social policy and health, social services and housing	Interest in voluntary issues
Circumstances	Able to work flexible hours Able to complete additional sleep-in duties Full valid driving licence on application and access to own vehicle on appointment Be willing to volunteer for one event per year to assist our service users or fundraising department	

Disposition	Resourceful Level headed Pleasant Diplomatic Motivated Creative	Assertive Innovative
--------------------	--	-------------------------

PLEASE NOTE: THE ORGANISATION RESERVES THE RIGHT TO APPLY DESIRABLE CRITERIA IF NECESSARY