

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

Person Specification - Scheme Manager

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Scheme Manager.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

Person Specification – Scheme Manager			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (A level, NVQ level 4 or equivalent)	✓		
Employment History			
Relevant previous or current employment (in a leadership or management role)	✓	✓	
Managing the scheme			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	✓	
Experience of managing and leading a project	✓	✓	
Experience of strategic management, planning and prioritising	✓	✓	
Ability to negotiate and secure funding	✓	✓	
Experience of developing and managing budgets and financial systems	✓	✓	
Experience of bid writing and income generation	✓	✓	
Ability to process and collate information	✓	✓	✓
Ability to prepare reports and statistical information	✓	✓	✓
Experience of working with families	✓	✓	
Competancy with Excel	✓		✓
Supporting families			
Understanding of the needs of families with young children	✓	✓	
Knowledge of safeguarding issues	✓	✓	
Knowledge of current legislation and policies relating to children and families	✓	✓	
Understanding of families where parents or children have additional needs	✓	✓	
Managing Others			
Experience of leading a team, including recruitment (staff or volunteers)	✓	✓	
Supervisory and staff development skills	✓	✓	
Skills in developing and delivering training programmes	✓	✓	

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Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional skills	✓	✓	✓
Presentation skills	✓	✓	✓
Self management/personal attributes			
Interpersonal skills	✓	✓	
A positive and creative approach to tackling tasks	✓		✓
Commitment to good safeguarding practice	✓	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓		
Understanding of the need for professional confidentiality	✓		
Good written and verbal communication skills	✓	✓	✓
Negotiating skills	✓		✓
		✓	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training		✓	
Willingness to access training opportunities	✓	✓	
Car driver	✓		
Eligibility to work in the UK	✓		
DESIRABLE			
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer	✓		
Experience of work in the voluntary sector or as a volunteer	✓		
Experience of working with a trustee board	✓	✓	