



ASSIST Sheffield Housing Manager Person Specification

Below are four tables outlining the Experience, Personal Qualities, Skills and Knowledge that are either essential or desirable for applicants to have.

Experience	Essential	Desirable
Delivering housing and/or accommodation services	x	
Providing leadership in an organisation and/or managing staff	x	
Successfully managing projects within given parameters (time, budget etc)	x	
Developing integrated services	x	
Procurement and refurbishment of properties		x
Managing or delivering accommodation services for: 1) people seeking asylum 2) other people with no recourse to public funds and insecure immigration status 3) people with refugee status		x
Working with consultants and contractors		x
Writing successful grant applications and/or reports to funders		x
Working with volunteers and/or working the charity and voluntary sector		x
Lived experience of the asylum system or forced migration		x
Lived experience of global majority communities and networks		x

Personal Qualities	Essential	Desirable
Personable: able to connect with individuals and build and maintain relationships and trust	x	
Commitment to equal opportunities and anti-oppressive work practices and ability to work well with diverse or marginalised populations	x	
Flexibility and creative thinking to identify and seize opportunities for growth and development	x	
Attentive, empathetic leadership, ability to give and receive constructive feedback	x	
Self-starter, motivated by making a difference to the lives of marginalised groups in society and able to move forward without too much guidance	x	
Ability to work as part of a diverse team	x	

Skills	Essential	Desirable
Excellent communication: Confident, accurate and sensitive both orally and in writing with both individuals and organisations at different levels	x	
Building and maintaining organisational partnerships and professional networks	x	
Strategic thinking: Able to spot opportunities and think of ways to move ASSIST's work forward	x	
Collaborative Leadership: Able to lead and work in an empowering and participatory style	x	
Organisation: Ability to manage a wide-ranging workload, using transparent time and workload management skills	x	
Proven ability to take initiative, make recommendations and innovate when considering service delivery or strategic direction	x	

Excellent IT: Database, spreadsheet, word processing and web literacy	x	
Full clean UK driving licence and access to a vehicle	x	

Knowledge	Essential	Desirable
Knowledge of social housing standards, HMO regulations and other relevant legislation	x	
Knowledge and understanding of the experiences of people seeking sanctuary and/or experiencing homelessness	x	
Knowledge of supported housing models		x
Understanding and knowledge of safeguarding risks and appropriate responses and processes that centre the autonomy and resilience of the individuals		x
Knowledge of one or more community languages, including Kurdish Sorani, Arabic, Farsi, Oromo, Amharic		x

An offer of employment is subject to a satisfactory Disclosure and Barring Service (DBS) check.

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