



## PERSON SPECIFICATION – Sheffield Area/Development Manager

REQUIREMENTS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSING
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children, young people or adults who draw on social care support.</li> <li>• Experience of managing people</li> <li>• Experience of working with a team to design and develop services.</li> <li>• Experience of using a range of tools as part of a person centred approach to support planning with people who draw on support.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An understanding of the issues faced by vulnerable people seeking to live more independently in their own homes.</li> <li>• Knowledge of the Care Act 2014 and eligibility criteria.</li> <li>• An understanding of adult protection issues in relation to vulnerable adults.</li> <li>• Knowledge of GDPR, data protection and confidentiality.</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills, including an ability to communicate well with people who draw on support, their families, staff, volunteers and partner agencies</li> <li>• People management skills, such as supervising staff and volunteers and the ability to promote co-operation and team working.</li> <li>• Ability to keep clear and concise records with a good level of skill in the use of IT.</li> <li>• Ability to see projects through from start to completion.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>I</p>

<ul style="list-style-type: none"><li>• Ability to work on several different tasks at once and manage competing priorities.</li></ul>	Essential	I
---	-----------	---

<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>• A commitment to anti-discriminatory practice.</li> <li>• A commitment to the values and mission of KeyRing</li> <li>• A commitment to working in partnership with all stakeholders, with a focus on Co-Production</li> <li>• A commitment to enabling people who draw on support to build local connections and live their best life</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• A can-do approach which generates practical and timely solutions to problems.</li> <li>• A good record of time-keeping and attendance at any previous place of work.</li> <li>• Ability to travel and work across a region.</li> <li>• Ability to be flexible and able to respond to unexpected priorities.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>I</p> <p>I</p>

Method of Assessment denotes how decisions will be made when short-listing applicants

AF Application Form

I Interview