

**MILEN CARE**

**PERSON SPECIFICATION – Manager**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in a caring environment and/or experience of working with vulnerable adults and older people</li><li>• Management Experience including staff</li><li>• Experience in the development of services</li><li>• Experience of financial management</li><li>• Experience of planning and implementing and reviewing service delivery</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a day care setting</li><li>• Experience of funding applications</li><li>• Experience in the development of services for vulnerable adults and older people services</li><li>• Experience of planning, implementing and reviewing service delivery for vulnerable adults, and older people</li><li>• Experience of project management</li></ul>	Application Form / Interview

<p><b>EDUCATION AND TRAINING</b></p>	<ul style="list-style-type: none"> <li>• NVQ3 (or equivalent) including GCSE English and Maths</li> <li>• Ability to use Microsoft Office packages</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ3 in Health &amp; Social Care</li> <li>• A-Levels or higher qualifications</li> <li>• Training attained in Dementia Care First Aid. Movement &amp; Handling Food Hygiene, Health &amp; Safety</li> </ul>	<p>Application Form/ Test and Interview</p>
<p><b>SPECIFIC KNOWLEDGE &amp; SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills written and verbal</li> <li>• Good Understanding of challenges and needs of vulnerable adults, and older people</li> <li>• Understanding of Equality and Diversity Regulations, Policies and procedures</li> <li>• Knowledge of Health and Safety legislation and requirements</li> <li>• Knowledge of Risk Assessments</li> <li>• Excellent interpersonal skills,</li> <li>• Good understanding of Safe guarding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local demographics</li> <li>• Ability to communicate with user members / carers in Gujarati / Urdu / Punjabi</li> <li>• Knowledge of user member assessments</li> <li>• Knowledge of marketing and promotion of services</li> <li>• Knowledge of LA and Agencies care service provisions for vulnerable adults and older people.</li> <li>• Knowledge of using Quick Books</li> </ul>	<p>Application Form / Interview</p>

**ATTRIBUTES**

- To have a Flexible and caring attitude
- To be able to work as part of a team.
- Ability to build effective relationships internally and externally
- Willingness to undergo further training.
- Demonstrate the ability to resolve issues quickly and with success.
- Able to adapt with change and work demands and be able to meet agreed time scales and agreed KPI
- To be able to attend evening management meetings
- Be user member focused,

- To be willing to work outside of core hours if required to do so.
- To be able to identify potential risks and implement appropriate measures

Interview / References