

Person Specification

Job Title: Young people's Group Manager

Essential	Desirable
Experience	
Experience of providing accurate and good quality monitoring reports which include both output and outcome measures	Experience of conducting service user assessments
Experience of managing clearly defined projects within a wider organisation	
Significant experience of delivering services to people with a range of complex issues	
Experience of working with vulnerable individuals or families to make real life positive changes	
Experience of working within the voluntary or statutory sector	
Experience of working with partner organisations at an operational level	
Experience of recruitment and managing staff and volunteers	
Experience of developing and growing services	
Knowledge and Understanding	
Understanding of voluntary sector projects, how they are funded, managed, monitored and evaluated	Knowledge of the needs of High Intensity Users
Knowledge of Safeguarding vulnerable adults	Understanding of evidence based practice models
Understanding of how to effectively risk assess service users and to identify deteriorating well-being	
Knowledge of mental health services and referral pathways.	

Skills and Abilities	
Proven ability to work on your own initiative and manage a busy workload, identifying potential problems and applying the appropriate solutions	
Able to develop and maintain effective and credible relationships with stakeholders at all levels	
Ability to maintain clear boundaries with staff and service users	
Excellent written and verbal communication skills with the ability to present information to a wide range of audiences	
Excellent leadership skills, with a proven ability to support staff and volunteers at an operational level	
Ability to assess and mitigate against project risks	
Ability to look objectively at services to make appropriate changes and developments	
Ability to work with and report to commissioners on funded projects	
Personal Attributes	
Conscientious approach to service delivery	
Flexible approach to working hours	
Non judgemental approach to people	
An adaptable and positive approach to work	
self-awareness of own competencies, practical needs and personal resilience, and willing to seek help with these where necessary	

* **Experience** – you should be able to draw on four or five different examples you could use to describe your experience

Significant experience – you should be able to comfortably draw on a range of experiences from a number of different situations learnt over a period of time