

# PERSON SPECIFICATION

## JOB TITLE: MANAGER FAMILY CENTRES

		Desirable/ Essential
Qualifications	Educated to 'A' level and a degree level	Desirable
	Relevant qualifications in either business development or marketing	Desirable
Knowledge and skills	Experience, Knowledge and understanding of the third sector and practice	Essential
	Experience of management managing operational work and policies, procedures and quality assurance	Essential
	Ability to think creatively and to develop tailor made proposals to meet family centre objectives	Essential
	A highly proactive approach to researching and initiating new opportunities	Essential
	Ability to plan, prioritise and manage a varied workload in a pressured environment	Essential
	Knowledge of the aims, objectives and outcomes of family centre work	Essential
	Knowledge of the aims, objectives and ethos of the Families First and Flying Start programmes and other national developments of services for under 11	Essential
	A good knowledge of and/or experience in a wide range of children's service providers	Essential
	Excellent writing skills, sufficient to produce high quality reports	Essential
	Experience of delivering effective and interactive presentations using Microsoft Power point or similar	Essential
Clear understanding of the financial systems of a family centre	Essential	
Computer literate, particularly in the use of	Essential	

	Windows applications including Word Processing, internet and email.	Essential
	Experience of working in a bilingual service	Essential
Personal characteristics	Self-motivator, able to provide leadership with minimal direction.  Have excellent interpersonal and communication skills, and the ability to lead and motivate staff and volunteers in an environment of change where high standards and sound judgements are required.  Welsh speaking	Essential  Essential  Desirable
Other requirements	Flexibility, including the willingness to adjust working hours to meet the needs of the centres  Ability to travel to fulfil the requirements of the post	Essential  Essential
Equal Opportunities	Expected to make an active contribution towards the development of equal opportunities policy and practice both within the project and within the family centres	Essential
Christian basis	Able to work within a Christian context	Essential
Criminal convictions	Clearance with the Disclosure and Barring Service	Essential