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| **Criteria** | **Essential** | **Desirable** | **Assessed** |
| **Qualifications & Training** | Maths and English GCSE at grades C or above (or equivalent qualification).  Educated to degree level, equivalent professional qualification or relevant experience | Evidence of continuous professional development.  Qualification in management.  Health/social care practitioner qualification.  Practice educator and or qualified in training delivery. | **Application** |
| **Knowledge & Experience** | Relevant experience of operational management of a team or service.  Demonstrable commitments to high professional and quality standards  Experience of accountability for service provision  Experience of performance management  Experience of risk assessment & governance  Experience of ensuring contract compliance  Experience of monitoring and data submission | Experience of managing health and social care services.    Knowledge/ Experience of working in health & social care sector.  Knowledge/experience of working in voluntary & community sector.    Knowledge and experience of financial management.  Knowledge of equality and diversity.  Experience of managing a range of programmes of work or at a middle management or senior management level. | **Application/**  **Interview** |
| **Skills & Abilities** | Ability to work effectively as a team leader and team member.  Self-motivation.  Ability to understand and manage budgets and analyse financial information.  Ability to negotiate, influence and solve problems effectively.  Excellent oral, written and communication skills with ability to draft and present reports.  Excellent interpersonal skills with ability to quickly build a rapport & working relationships with stakeholders at all levels.  Demonstrably IT literate including proficiency in all aspect of Microsoft Office.  Strong attention to detail and highly organised approach to work.  Ability to manage concurrent deliverables and work under pressure on a daily basis. | Ability to lead, motivate and manage a diverse team.  Knowledge of Greater Manchester partner organisations and services.  Knowledge of relevant legislation, policy & guidance relating to Gaddum Centre services.    Knowledge of practice issues for relevant professional groups.  Knowledge and experience of information management systems. | **Application/**  **Interview** |
| **Attitudes & Values** | Committed to equality & diversity.  Committed to the values of Gaddum Centre.  Non – judgmental attitude.  A flexible & positive work ethic. | Knowledge of Gaddum Centre.  Understanding of support, advice & guidance. | **Application/**  **Interview** |
| **Others** | Ability to travel independently throughout the areas where services are being delivered.  Prepared to travel regionally or nationally in role for Gaddum Centre.  Some evenings & weekends for flexible working maybe required to suit the needs of the role. | Use of own car.  Flexible approach to working hours to meet the needs of the service. |  |