|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed** |
| **Qualifications & Training** | * English and Maths GCSE at grades C or above (or equivalent qualification) * Educated to degree level, equivalent professional qualification or relevant experience | * Evidence of continuous professional development * Social Work or Counselling qualification | **Application** |
| **Knowledge & Experience** | * At least 2 years experience of management of a team or service * Demonstrable commitments to high professional and quality standards * Knowledge/ Experience of working in mental wellbeing, therapy services or IAPT services * Experience of risk assessment * Experience of completing monitoring reports | * Knowledge /Experience of working in voluntary and community sector * Experience of accountability for service provision * Experience of performance management * Experience of ensuring contract compliance * Experience of data submission * Knowledge of Greater Manchester partner organisations and services | **Application/**  **Interview** |
| **Skills & Abilities** | * Ability to work effectively as a team manager and team member * Self-motivation * 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 and working relationships with stakeholders at all levels * 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 | * An understanding of relevant legislation, policy and guidance relating to mental health and wellbeing * A qualification in training delivery or demonstrable experience of training development and delivery | **Application/**  **Interview** |
| **Attitudes & Values** | * Committed to equality and diversity * An understanding of and commitment to safeguarding * Committed to the values of Gaddum Centre * Non – judgmental attitude * A flexible & positive work ethic | * Knowledge of Gaddum Centre * Understanding of support, advice & guidance services | **Application/**  **Interview** |
| **Others** | * Ability to travel throughout the areas where services are being delivered * Ability to work flexibly to suit the role |  |  |