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|  **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
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