Gaddum

Person Specification: Advocacy Hub Manager

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. Advocacy qualification.	**Application**
Knowledge & Experience	At least 2 years' experience of management of a team or service. Demonstrable commitment to high professional and quality standards. Knowledge/ experience of working in advice, information, legal or advocacy sector. Experience of managing project/service budgets. Experience of safeguarding / risk management in a services setting. Experience of completing monitoring reports. Experience of ensuring contract compliance. Passion for promoting principles and practice of equality and diversity.	Knowledge / experience of working in voluntary & community sector. Experience of accountability for service provision. Experience of performance management. Experience of data submission. Knowledge of Greater Manchester partner organisations and services.	**Application/ Interview**

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Skills & Abilities	Ability to work effectively as both a team leader and a team member. Self-motivated and results driven. Ability to negotiate, influence and solve problems effectively and diplomatically. Excellent oral, written and communication skills with the ability to draft and present reports within short timescales. Excellent interpersonal skills with the ability to quickly build rapport and working relationships with stakeholders at all levels, both internally and externally. IT literate including proficiency across the Microsoft Office platform. Strong attention to detail and highly organised approach to work. Ability to manage concurrent deliverables and work under pressure daily, managing competing priorities. Previous demonstrable experience in managing project(s), or qualification in Project Management.	An understanding of relevant legislation, policy & guidance relating to Statutory Advocacy. Experience as Safeguarding / Health & Safety lead.	**Application/ Interview**
Attitudes, Values and Behaviours	Committed to the values of Gaddum. Non–judgmental attitude. A flexible & positive work ethic. Proactive commitment to constructively challenging colleagues in the best interests of wider organisational professionalism and development.	Knowledge and understanding of Gaddum values. Understanding of support, advice & guidance services.	**Application/ Interview**

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Others	Ability to travel independently throughout the areas where services are being delivered. Prepared to travel regionally or nationally in role for Gaddum Centre. Flexible approach to working hours to meet the needs of the service.	Knowledge of Greater Manchester partner organisations and services across the VCSE and statutory sectors. Ability, with advance notice, to working evenings & weekends if required by the organisation.	**Application / interview**