

This post requires that the post holder has the skills and experience to fulfil the job description. Please address yourself to the points marked * below and explain clearly in your application how your experience and knowledge meets each of these requirements.

Experience:

- * 1 Experience of staff supervision and development.
- * 2 Experience of working with people who have multiple and complex needs such as rough sleeping, addiction issues, physical or mental health difficulties, personality disorders, dual diagnosis, trauma or offending.
- 3 Experience of dealing well with aggressive and violent behaviour.
- * 4 Experience of implementing new initiatives and / or embedding best practice.
- 5 Experience of budget management and control of operational expenses.
- * 6 Experience of effective joint working with voluntary and statutory organisations.

Essential Skills/Ability/Knowledge:

- 7 Ability to lead a team through change.
- 8 Ability to monitor and report on financial and performance targets.
- 9 Ability to develop and manage efficient office administrative systems.
- * 10 Ability to manage risk to ensure excellent health and safety practice.
- 11 Ability to develop and implement operational policies and procedures.
- 12 A commitment to meeting the needs of adult experiencing homelessness.
- * 13 Knowledge of psychologically informed practice.

- 14 Ability to plan work, work independently, prioritise competing demands and deal with stress.
- 15 Good IT skills, particularly experience of using Microsoft Word and Excel.
- 16 Ability to collate data and present information in written reports.
- 17 Ability to prepare and deliver presentations and talks to different audiences.
- 18 Willingness to work with the Senior Manager and fundraising team on income generation activities including attending public fundraising events and the preparation of bids and tenders.
- * 19 Ability to work some evenings and weekends at short notice.

Other Essential:

- * 20 A commitment to the development and implementation of Equal Opportunity Policies.

Desirable Knowledge:

- 21 A working knowledge of relevant legislation and welfare benefits.
- 22 Knowledge of social enterprise.

January 2022