



PERSON SPECIFICATION – AREA MANAGER

REQUIREMENTS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSING
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with vulnerable adults (e.g. in supported housing, social work, community work context). • Experience of managing staff or volunteers. • Experience of planning and managing your own workload. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the issues faced by vulnerable adults seeking to live more independently in their own homes. • An understanding of adult protection issues in relation to vulnerable adults and safeguarding processes • Knowledge of support planning processes and tools used. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>I</p> <p>AF, I</p>
<p>Skills</p> <ul style="list-style-type: none"> • Strong interpersonal skills, including an ability to communicate well with Members, their families, staff, volunteers and partner agencies. • People management skills, such as supervision, coaching, performance management and the ability to promote co-operation and team working. • Budget and contract management skills • Ability to produce clear and concise written reports in line with GDPR • Ability to use a range of digital platforms with a working knowledge of IT • Ability to work on several different projects concurrently and manage competing priorities. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF/I</p> <p>AF, I</p>

<p>Aptitude</p> <ul style="list-style-type: none"> • A commitment to the development of anti-discriminatory practice. • A commitment to working in Partnership with all stakeholders, with a focus on co-production. • Demonstrates KeyRing values/ behaviours (Ambitious, Brave & Connected) • A commitment to enabling KeyRing Members to build sustainable relationships and connections in the local neighbourhoods. • A can-do approach which generates practical and timely solutions to problems. • A commitment to your own professional development. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to be flexible and able to respond to unexpected priorities. • A good record of time-keeping and attendance at any previous place of work. • Ability to travel and work across a region. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, I</p> <p>I</p> <p>I</p>

Method of Assessment denotes how decisions will be made when short-listing applicants

AF Application Form

I Interview