



PERSON SPECIFICATION

Job Title: Adult Community Services Manager

Location: 35 Hendon Lane, Finchley, London, N3 1RT, 154 Station Road, NW4 3SP

POST REQUIREMENTS/CRITERIA	ESSENTIAL/ DESIRABLE		ASSESSED FROM APPLICATION FORM/ INTERVIEW/TEST
EXPERIENCE RELEVANT TO POST	E	2 years of experience working with adults who have a learning disability and autistic people, and their families	A/I
	E	Experience of staff management, supervision and appraisal.	A/I
	E	Management diploma/NVQ or willing to work towards a qualification	A/I
SKILLS & ABILITIES/SPECIAL APTITUDES	E	Knowledge and understanding of the issues affecting adults with learning disabilities and autism	A/I/T
	E	A commitment to the right of individuals to participate fully in decisions that affect their lives.	A/I
	E	Good verbal, non-verbal and written communication skills.	A/I/T
	E	To set up a range of leisure/learning opportunities in consultation with people with learning disabilities and other providers	A/I
	E	Competent in following financial procedures, monitoring budgets, and completing accounts/returns.	A/I
	E	To be self-motivated.	A/I
	E	Ability to work positively and effectively within a team.	A/I
	E	Competent in I.T., for example, word processing, spreadsheets and administration.	A/I

KNOWLEDGE	E	Good understanding of The Care Act	A/I
	E	Ability to follow Health and Safety requirements.	A/I
	E	A flexible approach in developing services	A/I/T
	E	To liaise with other professionals, e.g. social workers, college tutors other providers' etc	A/I
	E	To attend meetings as required e.g. evenings etc	A/I
EDUCATION	E	Good secondary education.	A
	D	Qualification in health/social care	A
	E	Undertake training and personal development	A
STAFF MANAGEMENT	E	Experience in recruitment and induction of new staff	A
SPECIAL JOB REQUIREMENTS	E	To be on cover and in contact as and when required.	A/I
	E	To cover in the event of an emergency.	A/I
	E	To hold a full driving licence.	A/I

The information on this form will be the basis on which applications will be short listed. All applicants with a disability who meet the essential criteria to be short listed/invited for interview.