



**BARNET MENCAP
PERSON SPECIFICATION**

Job Title: **Deputy Manager, Equality Housing**
 Location: **35 Hendon Lane and other locations as required**

POST REQUIREMENTS/ CRITERIA	ESSENTIAL/ DESIRABLE		ASSESSED FROM APPLICATION FORM/INTERVIEW/ TEST
EXPERIENCE RELEVANT TO POST	E	2 years experience of working with adults who have a learning disability.	A/I
	E	Experience of staff management/supervision.	A/I
	E	Management diploma/NVQ level 5 or willing to work towards a qualification	A/I
SKILLS & ABILITIES/ SPECIAL APTITUDES	E	To enable people with a learning disability to participate fully in decisions that affect their lives.	A/I
	E	Good communication skills, both written and verbal.	A/I
	E	To liaise with other professionals, for example, Social Workers, Housing Association Staff and outside Agencies.	A/I
	E	Competent in following financial procedures and monitoring budgets	A/I
	E	Ability to work positively and effectively within a team.	A/I
	E	Competent in IT, word processing, spreadsheets and administration.	A/I
KNOWLEDGE	E	Ability to follow Health and Safety requirements.	A/I
	E	Understand the housing and support needs of people with learning disabilities.	A/I
	E	Understanding of and commitment to the principals of normalisation.	A/I
EDUCATION	D	Qualification in health or social care.	A
STAFF MANAGEMENT	E	To be part of the recruitment and induction of new staff.	A/I
	E	Competence in staff supervision, appraisal and development.	A/I
TRAINING	E	To be willing to undergo necessary training	A/I
SPECIAL JOB	E	To be able to work evenings and weekends as	A/I

REQUIREMENTS	D	required. To hold a full driving license.	A/I
EQUAL OPPORTUNITIES	E	To show commitment to anti-discriminatory practice in all aspects of service delivery.	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.