

**Care for the Carers**  
**PERSON SPECIFICATION**  
**Services Manager – Adult Carers**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level education and/or a relevant professional qualification, or 3 years' experience of working with carers or other vulnerable clients</li> </ul>	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of delivering group and one-to-one support to carers or other vulnerable clients</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of establishing new services based on client need and of strategic development</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of addressing barriers to inclusion and enabling seldom heard communities to access services</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of managing a team in one or more settings providing services to vulnerable people</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of setting and managing project budgets</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Experience of working in the voluntary and/or public sector</li> </ul>	Desirable
<b>Abilities, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Able to communicate and engage with carers and gain their confidence within appropriate boundaries</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to inspire and give strong leadership to a diverse team in order to deliver quality outcomes for carers</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to work with autonomy and balance competing priorities</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Excellent communication skills, in a range of formats and with a variety of audiences</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to develop and maintain sound relationships with colleagues and with external agencies</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Knowledge of health and social care and of the voluntary sector's role in delivering community services, or able to acquire this</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Excellent IT skills and confidence in using databases and MS Office software to record data and produce analytical reports</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Knowledge of monitoring and evaluation methodology and practice, and able to incorporate these into service development</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Knowledge of legislation and good practice regarding working with vulnerable adults and children and young people</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to travel across East Sussex</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Awareness of carer issues, legislation and government policy</li> </ul>	Desirable
<b>Personal Qualities &amp; Values</b>	<ul style="list-style-type: none"> <li>Commitment to the vision and mission of Care for the Carers and to the social inclusion of all carers through a variety of approaches</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Possessing flexibility, creativity and imagination to develop innovative services</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Demonstrating a supportive and assertive management style</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Possessing high professional standards and a commitment to quality assurance</li> </ul>	Essential