

PERSON SPECIFICATION**Head of Services**

Qualifications	<ul style="list-style-type: none"> Educated to degree level, or an equivalent professional qualification in a relevant field, for example social work, health, education, etc. 	Essential
Experience	<ul style="list-style-type: none"> At least two years' senior management experience leading staff and projects/workstreams. 	Essential
	<ul style="list-style-type: none"> At least two years' experience of supervision of staff 	Essential
	<ul style="list-style-type: none"> Experienced in developing and implementing strategic plans 	Essential
	<ul style="list-style-type: none"> Experience developing successful funding bids 	Desirable
	<ul style="list-style-type: none"> Experience of leading projects supporting individuals 	Essential
	<ul style="list-style-type: none"> Experience delivering in partnership across statutory and voluntary sectors 	Desirable
	<ul style="list-style-type: none"> Able to support, inspire and give effective leadership to a diverse team to maintain a committed team delivering quality outcomes 	Essential
	<ul style="list-style-type: none"> Able to communicate with carers and gain their confidence 	Essential
Skills & Knowledge	<ul style="list-style-type: none"> Ability to translate strategy into measurable targets and quality standards 	Essential
	<ul style="list-style-type: none"> Demonstrable ability to translate strategy into impactful service delivery 	Essential
	<ul style="list-style-type: none"> Knowledge of health and social care and of the voluntary sector's role in delivering community services, or rapidly able to acquire this. 	Essential
	<ul style="list-style-type: none"> Awareness of carer issues, legislation and government policy 	Essential
	<ul style="list-style-type: none"> Knowledge of legislation, policy and procedures in relation to safeguarding children, young people and vulnerable adults, and able to apply this to practice 	Essential
	<ul style="list-style-type: none"> Ability to write clear and concise briefings and reports. 	Essential
	<ul style="list-style-type: none"> Knowledge of monitoring and evaluation methodology and practice. 	Essential
	<ul style="list-style-type: none"> Ability to balance competing priorities and manage stress levels 	Essential
	<ul style="list-style-type: none"> Able to develop and maintain sound relationships with colleagues and with key individuals in external agencies. 	Essential
	<ul style="list-style-type: none"> Extensive knowledge of Microsoft Office and confidence in using IT to analyse data and produce reports. 	Essential
	<ul style="list-style-type: none"> Able to ensure a good communication flow within the team and to and from within the wider organisation. 	Essential
	<ul style="list-style-type: none"> Ability to prioritise work, respond rapidly and meet tight deadlines. 	Essential
Personal Qualities	<ul style="list-style-type: none"> Creativity and imagination in developing and delivering client-centred and innovative services 	Essential
	<ul style="list-style-type: none"> Self-motivated and energetic. 	Essential
	<ul style="list-style-type: none"> Open and approachable, able to bring empathy to dialogues with carers and staff. 	Essential
	<ul style="list-style-type: none"> A clear communicator, able to adapt tone and style to a range of audiences, needs and communities. 	Essential
	<ul style="list-style-type: none"> A commitment to working within Care for the Carers' core values 	Essential
	<ul style="list-style-type: none"> A demonstrable commitment to equal opportunities and anti-discriminatory practice 	Essential
	<ul style="list-style-type: none"> Possessing high professional standards and not prepared to compromise these. 	Essential
	<ul style="list-style-type: none"> Ability to travel throughout East Sussex 	Essential