PERSON SPECIFICATION - DEPUTY MANAGER

ESSENTIAL	DESIRABLE
Personal Qualities • Enthusiastic, Motivated and adaptable • Proactive with a strong 'can do' attitude • Flexible with regard to working hours • Committed to the values and philosophy of the organisation • Ability to cope with stressful and demanding situations • Sensitive to the needs of services users and their families • Committed and responsive to development and growth	• To utilise any personal skills and interests to enhance the services provided for adults and children with learning disabilities
Skills and Abilities • Previous experience working with adults and/or children with learning disabilities • Ability to plan activities for and supervise groups of service users • Able to work unsupervised with service users on a 1:1 basis • Ability to supervise and support staff • Excellent communication skills • Able to prioritise • Good standard of IT, report writing and record keeping • Motivational skills • Leadership experience	• Experience of training staff and co-ordinating teams • Experience of driving a minibus • Experience within a wider field of disabilities • Experience of planning activity programmes
Qualifications • Recognised qualification/training courses relating to the field of work • NVQ3 / Diploma in Health & Social Care	• Other qualifications which would be beneficial to the delivery of the services