

# PERSON SPECIFICATION

LAST UPDATED 21 JULY 2022



	<b>CYP Team Manager</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
	<b>Knowledge/ability</b>			
1.	Educated to NVQ 3 or equivalent experience	<b>E</b>		<b>A/I</b>
2.	An approved and accredited ISVA or IDVA qualification or willingness to work towards an accredited ISVA/IDVA qualification.	<b>E</b>		<b>A/I</b>
3.	Knowledge and understanding of child protection and safeguarding protocols and procedures	<b>E</b>		<b>A/I</b>
4.	Knowledge and understanding of the impact of domestic abuse on victims and children	<b>E</b>		<b>A/I</b>
5.	Knowledge and understanding of the impact of sexual violence on victims and children		<b>D</b>	<b>A/I</b>
6.	Understanding and knowledge of an active commitment to promoting equal opportunities and diversity	<b>E</b>		<b>A/I</b>
7.	Understanding of the Criminal Justice System and the impact of crime including witnesses giving evidence		<b>D</b>	<b>A/I</b>
8.	Understanding and knowledge of issues facing voluntary sector, volunteers and staff		<b>D</b>	<b>A/I</b>
	<b>Experience</b>			
9.	Experience of working with children who have been impacted directly or indirectly by domestic abuse, sexual violence or similar trauma	<b>E</b>		<b>A/I</b>
10.	Experience of working independently and as part of a team	<b>E</b>		<b>A/I</b>
11.	Experience of working in a multi-agency and multi-disciplinary environment	<b>E</b>		<b>A/I</b>
12.	Experience of managing a caseload and an ability to accurately maintain records	<b>E</b>		<b>A/I</b>
13.	Experience and knowledge of providing case management supervision to operational staff	<b>E</b>		<b>A/I</b>
14.	Providing support and guidance to a team with a strong client service focus	<b>E</b>		<b>A/I</b>

15.	Experience of safeguarding issues and legislation in relation to adults and children	E		A/I
16.	Experience of completing support plans and assessing risk and the needs of individual clients	E		A/I
17.	Experience of working in a support or advocacy role		D	A/I
	<b>Skills</b>			
18.	Excellent communication and listening skills	E		A/I
19.	Organisation and problem-solving skills with a proven ability to prioritise workload, including excellent time management skills	E		A/I
20.	Ability to use email, Microsoft Office and other relevant IT systems.	E		A/I
21.	Able to maintain personal; and professional boundaries	E		A/I
22.	Understanding and knowledge of the requirement for confidentiality and safe working practice and maintenance of files in accordance with the Data Protection Act and other legal requirements.	E		A/I
23.	Build and develop effective teams and sustain relationships.	E		A/I
24.	Ability to work without direct supervision, prioritise work and deal with competing or conflicting demands/needs and interests in an organised and methodical manner.	E		A/I
	<b>Personal characteristics</b>			
25.	A willing and flexible approach.	E		A/I
26.	Able to work as part of a team or alone, use initiative and manage and prioritise workload.	E		A/I
27.	Be willing to undertake further training.	E		A/I
28.	Commitment to making a positive difference to the lives of service users.	E		A/I
29.	Driving license and access to own vehicle, and willingness to travel across Wiltshire and Swindon as required.	E		A/I

**As explained in the guidance notes the application form asks you to set out how you meet the qualities/skills outlined in the Person Specification. THIS IS THE MOST IMPORTANT PART OF YOUR APPLICATION.**

**This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification.**

**Applicants who are able to provide examples of how they meet the criteria are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.**