



Gatelodge, 8 Flax Street, Belfast, BT14 7EQ

PERSONNEL SPECIFICATION

Post: Foyer Manager **Analyst:** C Keenan-Jackson,
Director of Housing & Corporate Services

Date: May 2020

Specification	Essential	Desirable
Physical Make up		Professional appearance.
Qualifications	3 rd Level Education (Degree or Equivalent)	
Job Experience And Training	A minimum of 3 years managerial experience (gained within the last 6 years) within a support setting. In the absence of a 3 rd level education or equivalent, 5 years' managerial experience (gained within the last 7 years) within a support setting. Experience of reviewing policies / practices	Experience in a similar role within a supported housing scheme Experience of working with young people
Specialist Knowledge	Has a good understanding of the role and responsibilities of a Foyer Manager Or a Manager within a supported residential scheme. General awareness of health and safety regulations (including fire). Awareness of confidentiality. Awareness of data protection.	An understanding of the workings of a residential scheme for young people. An understanding of the needs of homeless young people. Access NI Legislation relating to vulnerable adults
Special Skills / Aptitudes	Excellent interpersonal and communication skills. Computer Literacy: A good working knowledge of Microsoft Office packages including Word, Excel and Outlook Experience of achieving /working towards recognised quality standards. Experience of conducting staff performance reviews. Strong organisational skills.	Knowledge of 'Supporting People' contracts. Experience of Investors in People standard. Policy design and implementation.

Disposition	Approachable. Listening ability. Shows common sense and initiative. Vigilant. Empathetic to client group	
Personal Circumstances	Accessible to location. Able to travel with access to own vehicle*	
Others (specified)	Good attendance and timekeeping record.	

* This may be waived for any applicants who are prohibited from driving but are able to arrange suitable alternative arrangements.