

APEX HOUSING ASSOCIATION

EMPLOYEE SPECIFICATION

POSITION: Manager

DATE: June 2021

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	<p>First level registered nurse on the appropriate part of the NMC register</p> <p>or</p> <p>Professional Social Work qualification and registered with NISCC</p> <p>And</p> <p>Minimum of four years work experience in any health or social care setting working with vulnerable adults.</p> <p>Two years previous management experience including staff management, financial management, and administration</p> <p style="text-align: center;"><u>or</u></p> <p>Level 5 Diploma in Leadership for Health and Social Care Services and registered or willing to register with NISCC.</p> <p>And</p> <p>Minimum of five years practice experience in any health and social care setting working with vulnerable adults.</p> <p>Two years previous management experience including staff management, financial management, and administration</p>	
RELEVANT EXPERIENCE	Experience of contact with statutory agencies and social services.	Previous experience of managing domiciliary care, supported living or residential accommodation
SPECIALIST KNOWLEDGE/ TRAINING	<p>Knowledge of issues associated with clients with learning disabilities.</p> <p>IT literate</p>	

<p>PERSONAL SKILLS</p>	<p>Excellent communication skills. Personal initiative.</p> <p>Ability to build and maintain a team responsive to the needs of the tenants.</p> <p>Strong organisational skills.</p>	
<p>DISPOSITION</p>	<p>Empathetic to the client group.</p>	
<p>CIRCUMSTANCES</p>	<p>Flexible re working hours.</p> <p>*Mobile with full-time access to transport.</p>	

* This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements

Completed application forms must be returned to
Apex, Personnel and Training Department
10 Butcher Street, L'Derry, BT48 6HL.