**Supported Accommodation Manager**

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| Criteria | Must be able to demonstrate  |
| **Skills and knowledge** |  |
|  | * Excellent inter-personal skills, with the ability to establish and sustain contact, with at-risk young people and a range of other professionals.
* Sound understanding of the nature and trauma of child sexual exploitation.
* Knowledge and understanding of current legislation as it relates to safeguarding and a wide range of policies in running supported accommodation. Ability to identify safeguarding concerns and take appropriate action to ensure children/young people and vulnerable adults are protected.
* Ability to assess and implement an identified support package for individual cases***.***
* Excellent skills in organising and managing a high work-load.
* Ability to co-ordinate and develop projects.
* A variety of excellent communication skills to be used with a range of partners and stakeholders.
* Ability to organise and prioritise your work, ensuring you manage your own time and plan your workload to meet deadlines and commitments to customers.
* Ability to follow financial procedures and manage budgets.
* Ability to build teams, develop staff and manage staff performance.
* Knowledge of the relevant funding frameworks and of support services offered to vulnerable young people.
* A practical understanding of the requirements and reasons for organisations to implement service-user involvement.
* A knowledge of welfare benefits and welfare reform changes, and the range of resources, statutory and non-statutory agencies and services, relevant to supporting young people.
* Awareness of health and safety regulations and procedures to minimise risk.
* Experience with issues involved in monitoring rent payments and dealing effectively with arrears.
* An understanding of and commitment to equality and diversity.
* Ability to produce reports for trustees, funders and management.
* Strong administration, IT and digital media skills including Microsoft Word, Excel and Outlook.
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| **Education, experience and achievements** |  |
|  | * NVQ Level 4 for Managers in Residential Child Care, or an equivalent qualification.
* A proven track record of leading and managing a supported accommodation housing project for young people.
* Experience of setting targets and taking remedial action where targets are not met.
* Experience of partnership working.
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| **Personal attributes** |  |
|  | * Ability to establish and maintain clear boundaries in respect of personal and professional responsibility.
* Demonstrate a high level of accuracy, attention to detail and able to maintain records throughout all services.
* Ability to work autonomously and make decisions and to work as part of a team.
* Passionate about working with vulnerable at-risk young people to make a difference.
* Non-judgemental empathetic attitude.
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| **Special circumstances** |  |
|  | * Full clean driving licence. This post will involve travelling throughout the county. There may be access to the work vehicle for travelling.
* This post will involve working evenings and some weekends in order to meet the needs of the post.
* Post subject to an enhanced criminal record check from the Disclosure and Barring Service.
* An extra requirement of a vetting procedure will be undertaken to be able to work within the Multi Agency Safeguarding Hub.
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