**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. |
| **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. |
| **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. |
| **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. |