|  |  |
| --- | --- |
| **Women’s Services Manager (Doorway Project)**  **Person Specification** | |
| **Criteria** | **Must be able to demonstrate** |
| **Skills and knowledge** |  |
|  | * Excellent interpersonal skills with the ability to establish and maintain positive relationships with marginalised women and to support a team of frontline practitioners to do the same. * Empathy with and understanding of the needs of stigmatised and marginalised women and the challenges and barriers they face. * Ability to lead and motivate staff. * An in-depth understanding of the specific needs of women experiencing exploitation and multiple disadvantage, including an understanding of policy and legislation that affects this group. * Ability to communicate clearly and appropriately with clients, colleagues, staff and external professionals – verbally and in writing. * Knowledge and understanding of relevant Safeguarding, Health, Social Care and Criminal Justice legislation. * Ability to assess risk and take appropriate management action. * Ability to plan and prioritise workloads within the team and to determine the allocation of resources accordingly and alongside own workload. * Ability to raise and advocate for service-user voices around emerging issues. * Ability to assess and implement an identified support package for individual cases***.*** * Knowledge of the impact of trauma and of working within a trauma-informed approach and ability to lead on trauma-informed practice across the organisation. * Understanding of the voluntary sector and its engagement with statutory services. * Act as a representative of The Magdalene Group in a variety of meetings and deliver talks to professionals and other stakeholders. * Demonstrate a commitment, knowledge and understanding of Equal Opportunities Policy and anti-discriminatory practice. * Ability to prepare and present reports and other documents. * Ability to work effectively under pressure and respond effectively in a crisis. * Ability to participate effectively in recruitment and selection and identify training/development needs of team members. * Demonstrate professional challenge and negotiation skills in a way that inspires confidence and respect from others, both within and outside of the organisation. * Ability to work autonomously and as part of a team. * Strong administration, IT and digital media skills including Microsoft Word, Excel and Outlook. * Commitment to continued professional development. |
| **Education, experience and achievements** |  |
|  | * A degree, or accreditation (e.g. ISVA, Social Worker), in a related field and/or demonstrable experience of working in a similar role and field of expertise. * Ability to identify safeguarding and capacity concerns and take appropriate action to ensure concerns are acted on appropriately, effectively and efficiently. * Experience in managing a team of frontline practitioners working with vulnerable adults, young people and/or children. * Demonstrable experience of managing risk and providing interventions. * Experience or understanding of monitoring and evaluating effectiveness of project outcomes through a variety of methods. * Experience of partnership working with a wide range of services, voluntary and statutory. * Experience of building an evidence base to inform direction of practice. |
| **Personal attributes** |  |
|  | * Ability to lead and manage a team of frontline practitioners. * Ability to establish and maintain clear boundaries in respect of personal and professional responsibility. * High level of accuracy, attention to detail and ability to maintain records throughout all services. * Commitment to Equality and Diversity throughout all service delivery. * Ability to work autonomously and make decisions and to work as part of a team. * Passionate about working with marginalised women to make a difference. * Non-judgemental attitude and commitment to openness and transparency in all aspects of work. * Have a learning attitude and the ability to adapt to change. |
| **Special circumstances** |  |
|  | * An ongoing interest in the development of The Magdalene Group. |