

**Person Specification  
Education Practice Manager**

<b>SPECIFICATION</b>	<b>Essential/ Desirable</b>	<b>How assessed</b>
<b>1. QUALIFICATIONS/EDUCATION</b>		
1.1 A professional qualification in the field of education/educational psychology and registration with the appropriate body	E	A
1.2 A professional qualification in the field of child/family or creative arts therapies, psychology, social work and registration with the relevant professional body e.g. HCPC, BACP, UKCP, UKRCP	D	A
<b>2. EXPERIENCE</b>		
2.1 Professional knowledge of child development	E	A, I
2.2 Professional and/or lived experience of attachment, trauma and adoption issues	E	A, I A, I
2.3 Recent experience of working within educational settings	E	A, I, P
2.4 Experience of delivering training courses to parents and professionals	E	
2.5 Active interest and experience of working with children and families of different racial, ethnic, cultural backgrounds	E	A, I
2.6 Experience of facilitating groups	E	A, I
2.7 Experience of working sensitively with confidential material	E	A, I
2.8 Interest, experience and commitment to developing new projects	E	A, I
2.9 Minimum 3 years' relevant post-qualifying experience	D	A
2.10 Experience of line management	D	A, I
<b>3. ABILITIES</b>		
3.1 Ability to work independently and as part of a team	E	A, I
3.2 Ability to deliver training courses for parents and professionals	E	A, I
3.3 Excellent organisational and time management skills	E	A, I
3.4 Excellent communication and report writing skills	E	A, I, P
3.5 Excellent interpersonal skills with ability to relate to internal and external contacts at all levels, and to represent PAC-UK by telephone, in person, and whilst attending PAC-UK or external events	E	A, I, P A, I A, I
3.7 Ability to prioritise/organise a busy and varied workload and meet work deadlines	E	A, I
3.8 Ability and willingness to travel regularly within the Yorkshire & Humber region, London and South East region	E	A, I A, I
3.9 Ability to broker and maintain relationships with a wide range of professionals and senior leaders, both internally and externally.	E	A, I
3.10 Ability to respond professionally to feedback	E	A, I

<b>SPECIFICATION</b>	<b>Essential/ Desirable</b>	<b>How assessed</b>
3.11 Ability to line manage staff 3.12 Ability to work in Microsoft Word and Excel with proficiency 3.13 Ability to use Microsoft Power Point 3.14 Ability to offer advice, support, consultations and training for families and schools	E E E E	A, I A, I
<b>4. PERSONAL QUALITIES</b>		
4.1 A commitment to PAC-UK's mission statement and values 4.2 A commitment to working within the PAC-UK's anti-discriminatory/Equal Opportunities framework	E E	A, I A, I
<b>5. CIRCUMSTANCES</b>		
5.1 Ability to work outside normal working hours e.g. delivering occasional evening or weekend training sessions.	E	A, I

#### KEY

A = Application  
I = Interview  
P = Presentation