

**Person Specification
 Child and Family Service Practice Manager**

| SPECIFICATION | ESSENTIAL/DESIRABLE |
|--|---------------------------------|
| <p>I. QUALIFICATIONS/EDUCATION/KNOWLEDGE</p> <p>1.1 A qualification in a relevant field, e.g. child/adult/family therapy, social work, psychology, social sciences or management.</p> | E |
| <p>2. EXPERIENCE</p> <p>2.1 Five years' post-qualifying experience of managerial administration.</p> <p>2.2 Experience of assisting with contract management.</p> <p>2.3 Experience of planning and implementation of new methods of working to improve efficiency.</p> <p>2.4 Experience of inducting new staff regarding contracts and organisational systems.</p> <p>2.5 Experience of being a representative at meetings with stakeholders and other events.</p> | E E E D E |
| <p>3. ABILITIES</p> <p>3.1 Evidence of ability to be part of a team.</p> <p>3.2 Excellent communication and report-writing skills.</p> <p>3.3 Excellent numerical ability and familiar with Excel.</p> <p>3.4 Ability to use a database.</p> <p>3.5 Excellent organisational skills.</p> <p>3.6 Multimedia skills, including PowerPoint, CD/DVD recording/editing and photo editing etc.</p> <p>3.7 Ability to handle multiple priorities while working to deadlines.</p> | E E E E E D E |
| <p>4. OTHER QUALITIES</p> <p>4.1 A commitment to PAC-UK's mission statement and values.</p> <p>4.2 A commitment to working within PAC-UK's anti-discriminatory/Equal Opportunities framework.</p> <p>4.3 Precision</p> <p>4.4 Enthusiasm</p> | E E E E |

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|---|---------------------|
| 5. CIRCUMSTANCES 5.1 Flexibility to occasionally work off-site. 5.2 Flexibility to occasionally work outside office hours. | E E |