

Person Specification – Child and Family Practice Manager

SPECIFICATION	ESSENTIAL/DESIRABLE
<p>1. QUALIFICATIONS/EDUCATION/KNOWLEDGE</p> <p>1.1 A professional qualification in a relevant field, e.g. child/adult/family therapy, and/or creative arts therapies, Theraplay, DDP, NVR, EMDR, and/or psychology.</p> <p>1.2 A good theoretical and practical knowledge of child and adult development, early childhood trauma, attachment and adoption in children and adults, and therapeutic parenting.</p> <p>1.3 Relevant child and family assessment experience</p> <p>1.4 An awareness of the principles of equal opportunities and a commitment to their implementation.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>2. EXPERIENCE</p> <p>2.1 Five years' post-qualifying experience of post-adoption and permanency work.</p> <p>2.2 Experience of managing and supervising staff.</p> <p>2.3 Experience of service (co-)management and development.</p> <p>2.4 Experience of providing training and consultancy.</p> <p>2.5 Experience of strategic planning and implementation of new methods of working to improve performance and efficiency.</p> <p>2.6 Multimedia skills, including PowerPoint, CD/DVD recording/editing and photo editing etc.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>3. ABILITIES</p> <p>3.1 Evidence of ability to manage and be part of a team.</p> <p>3.2 Excellent communication and report-writing skills.</p> <p>3.3 Excellent numerical ability (familiar with Excel) to actively assist with accounts.</p> <p>3.4 Ability to use a database.</p> <p>3.5 Excellent problem-solving skills.</p> <p>3.6 Ability to handle multiple priorities while working to tight deadlines.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<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 Enthusiasm + Precision</p>	<p>E</p> <p>E</p> <p>E</p>
<p>5. CIRCUMSTANCES</p> <p>5.1 Flexibility to work off-site.</p> <p>5.2 Flexibility to occasionally work outside office hours.</p>	<p>E</p> <p>E</p>