

Person Specification – Adult Counselling 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 counselling/therapy or a social work qualification.</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, as well as knowledge of the legal framework around adoption and permanency.</p> <p>1.3 Relevant 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>

SPECIFICATION	ESSENTIAL/DESIRABLE
5. CIRCUMSTANCES 5.1 Flexibility to work off-site. 5.2 Flexibility to occasionally work outside office hours.	E E