

PERSON SPECIFICATION – Assistant Service Manager Sustain

Essential Criteria	Desirable Criteria	Means of Assessment
Qualifications		
A relevant qualification at SCQF level 8 or above		Application
Experience		
Supporting and supervising others		Application
Direct work with vulnerable children and their families and of working in a multi-agency environment (including child/adult protection)	Working with children with additional support needs, ASD, behavioural, social and emotional difficulties	Application and interview
Effective, collaborative and integrated working with other agencies		Application and interview
Knowledge		
<p>Anti-discriminatory practice</p> <p>Effects of trauma, deprivation and environment on children, young people and vulnerable groups</p> <p>Knowledge of relevant legislation for the protection of children, young people and vulnerable individuals</p> <p>Theories of human and child development</p> <p>Children’s and vulnerable groups’ rights and responsibilities</p> <p>Social care theory and standards for good practice</p> <p>Social policy and its application to social services provision</p> <p>Sound understanding and knowledge, and the ability to recognise the effects of deprivation, disability and environment on vulnerable young people</p> <p>Community development and principles of early intervention</p>		Application and interview
Skills		
Self-motivation		Application and interview

Team Working		Application and interview
Initiative		Application and interview
Supporting continuous development of team policy and practice		Application and interview
Highly developed skills in engaging with young people		Application and interview
Use and develop methods and systems to communicate, record and report		Application and interview
Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications. Training on specific systems will be provided		Application and interview
Contribute to the development and maintenance of healthy and safe practices in working environment		Application and interview
Take responsibility for the continuing professional development of self and others		Application and interview
Develop practice which promotes the involvement, wellbeing and protection of children and young people		Application and interview
Promote positive behaviour		Application and interview
Engage in reflective practice		Application and interview
Assess individual needs and plan services and support and develop these skills in other team members		Application and interview
Motivate and support teams, including organising, planning, prioritising and allocating workloads		Application and interview
Work within agreed boundaries of confidentiality		Application and interview
Work across multi-disciplinary boundaries and with other agencies		Application and interview