

**PERSON SPECIFICATION:
Service Manager (Counselling & Therapy)**



Note to applicants: The ideal post holder should meet all the essential requirements detailed below. Consideration will be given to desirable requirements if there are more than 6 candidates who meet all the essential requirements. With reference to the requirements under **item 5** where it is referenced 'application' it is sufficient to **indicate agreement** to commit to the identified professional areas.

	SELECTION CRITERIA	METHOD OF ASSESSMENT	ESSENTIAL	DESIRABLE
1.0	Key Criteria			
	The successful candidate will have:			
1.1	A belief in and a working commitment to young people in the area of emotional wellbeing and mental health.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
1.2	A 'can do' attitude to challenges.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
1.3	A belief in and commitment to implementing equality by ensuring that employment practice, service design and delivery are both inclusive and diverse.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
2.0	Training, Qualifications & Experience			
	The successful candidate will have:			
2.1	A relevant graduate level or higher professional qualification: Counselling & Therapy, with appropriate professional registration (e.g. BACP).	<ul style="list-style-type: none"> ▪ Application Form ▪ References 	X	
2.2	Minimum of 2 years management experience including staff development, resource management and performance management.	<ul style="list-style-type: none"> ▪ Application Form ▪ References 	X	
2.3	Experience of community delivery and working in partnership and collaboration.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	X	
2.4	Experience of managing mental health and emotional wellbeing services delivered in schools and college settings.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 		X
2.5	Experience of managing Adult IAPT services.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 		X
2.4	Experience of change management and service/team development and leadership.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
2.5	Experience of developing and implementing safeguarding policies and protocols for children, young people and vulnerable adults including risk assessment and management.	<ul style="list-style-type: none"> ▪ Application Form 	X	

2.6	Experience of managing multi-disciplinary teams, project management and delegating tasks and responsibilities.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
2.7	Experience of meeting the needs of specific targeted, vulnerable groups and an understanding of developing and implementing inclusive and anti-discriminatory practice.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
2.8	Experience of supervising students and the relevant qualification/training to do so.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 		X
2.9	Experience of delivering training to a variety of audiences.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 		X
2.10	Experience of supporting the development and implementation of strategic business plans.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 		X
3.0	Knowledge			
	The successful candidate will be able to demonstrate knowledge and understanding of:			
3.1	Good understanding of the local external environment and significant policy developments in respect of young people and mental health and wellbeing.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
3.2	Understanding of the voluntary and community and social enterprise sectors, private and public sectors with specific reference to young people and mental health.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
3.3	Effective use of Windows, Outlook and Microsoft Office.	<ul style="list-style-type: none"> ▪ Application Form 	X	
4.0	Skills & Abilities			
	The successful candidate will be able to:			
4.1	Capacity to think strategically and operate pragmatically.	<ul style="list-style-type: none"> ▪ Interview 	X	
4.2	Ability to lead and manage organisational and cultural change and drive innovation.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
4.3	Ability to motivate and support individuals, teams, volunteers and young people.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
4.4	Ability to monitor, evaluate and contribute to a robust and compelling evidence base.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
4.5	Ability to identify and interpret external factors that might impact on service development.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	X	

4.6	Ability to represent the organisation across a range of partners and funders.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 		X
4.7	Ability to produce reports that articulate and promote the work of 42 nd Street.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
4.8	Ability to utilise time management skills and work to deadlines.	<ul style="list-style-type: none"> ▪ Application Form ▪ References 	X	
5.0	Professional Commitment			
	The successful candidate should be able to demonstrate commitment to:			
5.1	Commitment to the involvement and participation of young people in identifying and developing the service, new initiatives and projects.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	X	
5.2	Demonstrate an openness and commitment to personal and professional development.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 	X	
5.3	Willingness to work evening and weekends as required.	<ul style="list-style-type: none"> ▪ Application Form 	X	