**Person specification for Dean and Cauvin Deputy Chief Executive Officer**

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|  | **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** |
| **Registration, qualifications and CPD** | * Registration or eligibility to register with the Scottish Social Services Council (SSSC)
* A degree or diploma in social work or equivalent
* Evidence of regular and relevant continuing professional development including up to date knowledge of child and adolescent development and child protection
 | * An honours degree
* A management qualification
* A post grad certificate in Child Protection or willingness to work towards this qualification.
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| **Experience** | * Management of services for children and families
* Direct work with children and young people
* Implementing requirements and recommendations from inspection reports
* Developing, implementing and ensuring adherence to policies and procedures
* Managing change and improvement
* Organisation of training or development events for staff/ colleagues
* Dealing with concerns, complaints and grievances
* Evidenced commitment to equal opportunities for staff and young people and delivering services that are appropriate and sensitive to needs resulting from gender, ethnicity, religion, culture, language, ability/ disability, age and sexual orientation
* Working in partnership with other organisations or services to achieve change or development
* Overseeing of financial management and budget controls
 | * Delivery of parenting services for parents needing additional support
* Staff recruitment, selection, management, supervision, appraisal and discipline
* Working in the voluntary sector and/or with a management committee
* Management of the optimum use and upkeep of buildings
* Experience of income generation and fund raising
* Fostering
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| **Skills/ knowledge/ attributes** | * Understanding of and empathy for the circumstances and experiences of infants, children and young people requiring residential care or after care and their families
* Commitment to children’s rights
* Approachable and fair with both staff and young people
* Able to remain calm and authoritative in complex or crisis situations and to inspire confidence in others
* Able to spot and take advantage of opportunities for service development
* Able to manage staff to embrace change and/or uncertainty
* Where appropriate, ability to advocate on behalf of children or young people
* Good verbal and written communicator
* A good time manager, pro-active rather than re-active
* Ability to work with a wide range of other organisations, ensuring the objectives of their own organisation are met
* Working knowledge of relevant legislation e.g. Children and Young People, Employment, Equalities, Charities
* Computer literacy
 | * Able to spot and take advantage of opportunities for service development
* Numerate with good understanding of management accounting
* Keeping abreast of relevant research and impending policy changes nationally and locally and ensuring managers/staff/ Board Members are informed of the implications for services
* Resilient and able to manage pressure and conflicting demands
* Fostering
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| **Other** | Appointment will be subject to scrutiny of the following documents:* Certificate of social work qualification or equivalent
* Other relevant qualification certificates
* Birth certificate
* SSSC (or equivalent) registration certificate
* (Where applicable) Evidence of permission to work in the UK
* (Where applicable) Driving licence and car tax and insurance documents

Appointment will also be subject to receipt of two satisfactory written references, one from current or most recent employer, and a PVG check  | Ability to drive and access to a car  |