**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. |
| **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 |
| **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 |
| **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 |