

**Housing Manager (Maternity Cover)
12 Month Fixed-Term
Person Specification**

No.	Essential	Desirable	Assessed by
Education/Qualifications			
Housing Qualification		x	CV and Application Form
Equality and Diversity Awareness	x		Application Form and Interview
Experience			
Demonstrable experience in supported housing management	x		CV and Application Form
In depth understanding and experience of Safeguarding vulnerable people	x		Application Form & Interview
Experience of delivering a customer focussed service		x	CV and Application Form
Experience of implementing policies and procedures and risk assessments	x		CV and Application Form
In depth understanding and experience of effectively supporting young people with multiple and complex needs	x		CV and Application Form
Good working knowledge and experience of working alongside statutory services such as Children's Services, Adult Services, Community Learning Disability Teams, Early Intervention Psychosis Teams, CAMHS etc	x		Application Form and Interview
Good working knowledge of Housing Benefit	x		Application Form and Interview
Experience of working with tenants and external agencies	x		Application Form and Interview
Experience of managing and leading a team successfully	x		Interview
Skills & Abilities			
Good communication skills	x		Application Form



			and Interview
Ability to apply for funding opportunities and monitor grant evaluation and compliance		x	CV and Interview
Ability to work as part of a team and ability to work within minimum supervision	x		Application Form and Interview
Ability to adapt leadership and management style to develop and bring out the best in individuals	x		Application Form and Interview
Good organisational skills and an ability to deal with varied and wide ranging workload	x		Application Form and Interview
Competent and confident in use of IT	x		Application Form and Interview
Good interpersonal skills	x		Application Form and Interview
Able to prioritise workload and work under pressure		x	Application Form and Interview
Good mediation and negotiation skills		x	Application Form and Interview
Other Requirements			
Be available for occasional overtime	x		
Be available for occasional evening, weekend and bank holiday work	x		

