

Accommodation Manager (Maternity Cover) Person Specification

No.	Essential	Desirable
Education/Qualifications		
Qualification in a relatable subject or field		x
Health & Safety Qualification		x
Experience/Knowledge		
Experience of working independently with minimal day to day supervision	x	
Experience working within a hostel/supported accommodation with a track record of delivering high quality service	x	
Experience of supporting and working with homeless or vulnerable people	x	
Management and leadership experience in a similar setting	x	
Experience of adhering to safeguarding policy and procedures	x	
Experience of recruiting and selecting high quality and capable colleagues to perform client facing roles		x
Able to set colleagues up for success by ensuring implementation of effective inductions, encouragement, motivation, goal setting and regular supervision/one to ones	x	
Excellent working knowledge of the Housing, and Care & Support sectors and of national priorities, community needs and agendas such as Registered Services etc	x	
Skills & Abilities		
Able to adhere and uphold professional boundaries at all times	x	
Able to communicate effectively at all levels (including external stakeholders)	x	
Able to prioritise multiple tasks and identify practical systems to meet deadlines	x	
Able to allocate/delegate tasks to team members to ensure work is undertaken in an effective, safe and professional manner	x	
Able to develop excellent working knowledge of policies and	x	



procedures and adhere accordingly at all times		
Able to handle crises in a calm, proactive and professional manner when faced with an increasing workload	x	
Able to make informed decisions related to resourcing, staffing needs in line with operational requirements	x	
Highly competent user of IT systems and processes	x	
The ability to take a proactive approach to resolving operational and people-related problems, taking ownership and accountability	x	
Personal Skills & Abilities		
Commitment to developing and maintaining a high level of service to colleagues, service users, partners and other stakeholders	x	
A positive, self-motivated and enthusiastic attitude to work	x	
The capacity to handle pressure and to be adaptable to changing or conflicting demands	x	
The ability to actively contribute ideas and suggestions that improve the quality of service.	x	

