

Person Specification

Job Title: Assessment Manager	Salary: £52,382.25 to £56,429.25 per annum
Base: North Shields or Sheffield	Team: Quality Assurance

Assessment method – A= application, I = Interview, T = test/presentation, R = references, S = shortlisting

Essential Criteria		Desirable Criteria	
Qualifications and Training			
<ul style="list-style-type: none"> Minimum of 5 GCSE's including English Language and Mathematics at grade C/4 or above (or equivalent qualification / experience) BA in Social Work or equivalent professional social work qualification. Evidence of continuing professional development. Management Qualification. Social Work England registration 	A /S A/S/I A/S/I A/S/I A/S		

Knowledge and Experience			
<ul style="list-style-type: none"> • Demonstrable management experience. • Substantial experience of managing recruitment activity in a fostering setting. • Substantial and successful experience in the recruitment, training, and assessment of prospective foster carers. • Substantial experience in providing services for children in care. • An in-depth understanding of safeguarding systems, child development, the effects of child abuse and neglect, and the significance of attachments, separation, and loss for children in care. • Comprehensive knowledge of legislation, regulations, guidance, and standards that relate to the provision of fostering services for children in England. • An understanding of the role of independent fostering providers, their relationships with local authorities and the market environment in which they operate. 	<p>A/S/I</p> <p>A/S/I</p> <p>A/S/I</p> <p>A/S/I</p> <p>A/S/I</p> <p>A/S/I</p> <p>A/S/I</p>	<ul style="list-style-type: none"> • Previous working experience within an Independent Fostering Agency. 	

Skills			
<ul style="list-style-type: none"> • Proven ability to manage and supervise staff. • Excellent written and verbal communication skills, and the ability to liaise effectively within a multi-disciplinary team. • Ability to communicate effectively on a range of levels. • Ability to build and sustain positive professional relationships. • Ability to direct and lead. • Ability to establish and use quantitative and qualitative data and information. • Previous training experience. • A commitment to developing the agency as a successful, ethical business within the not for profit sector. • Willingness to work flexibly as part of the senior management team • Experience of using Microsoft Office packages, including Word, Excel and PowerPoint. 	A/I A/I A/I A/I A/I A/I A/I A		
Safeguarding and promoting the welfare of Children and Young People			
<ul style="list-style-type: none"> • An understanding of safeguarding issues, and the statutory safeguarding framework • Demonstrates an understanding of safeguarding issues • Understands the principles of confidentiality • Recognises the limits of own authority within the role 	A/I I A/I A		
Working within professional boundaries			
<ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Ability to maintain clear professional boundaries when working with Children and Young People 	I A/I		
Personal Qualities			

<ul style="list-style-type: none"> • Treat people in a fair and non – judgemental way and with dignity and respect and promotes children and young people’s equality, diversity and rights • Committed to the best outcomes for Children and Young People • Demonstrates understanding and clear commitment to the values of the Agency • Understanding of the Not for Profit Sector 	I A/I A/I A		
Emotional awareness			
<ul style="list-style-type: none"> • Demonstrates empathy for the concerns of others. • Listens to and understands directly and indirectly expressed feelings • Shows respect for others feelings, views and circumstances. 	I I I		
Self awareness			
<ul style="list-style-type: none"> • Has a balanced understanding of self and others. • Can demonstrate flexibility in approach. • Shows a realistic understanding of the challenges of working with children and young people • Self-sufficient and self-motivated with the ability to work independently or in a team, recognising when issues need to be escalated or require input from other. • Demonstrates a commitment to Continuous Professional Development 	I I I A/I A		
Job circumstances			
<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service, which may include occasional evenings and weekends. • Current full driving licence • Access to own transport 	A/I/S A/S A/S		