**Service Manager**

**Bedfordshire Adult Services**

### Person Specification

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| **Skills and Attributes** | **Essential** | **Desirable** |
| Ability to work in a team | X |  |
| Commitment to Equal Opportunities | X |  |
| Ability to work under pressure with minimum supervision | X |  |
| Ability to use own initiative within delegated authority | X |  |
| Ability to prioritise tasks  | X |  |
| Manage and organise a varied workload | X |  |
| Excellent communication skills | X |  |
| Good record keeping skills | X |  |
| Experience of report writing | x |  |
| Ability to motivate self and others | X |  |
| Flexible | X |  |
| **Experience** |  |  |
| Management and supervision of a team | X |  |
| Experience of working in collaboration and partnership | X |  |
| Experience of managing and delivering programmes to vulnerable people |  | X |
| Experience of advocating on behalf of others  | x |  |
| Familiarity with digital platforms, such as Facebook, smartphone applications and accessing information via a range of online sources. | X  |  |
| **Knowledge** |  |  |
| Autism | X |  |
| Asperger’s Syndrome | X |  |
| The role of the voluntary sector | x |  |
| The role of the statutory sector | x |  |
| Safeguarding  | x |  |
| Project Management |  | X |
| ICT skills – Microsoft office | X |  |
| **Qualifications** |  |  |
| A level or equivalent |  | X |
| Further Education Qualification |  | X |
| Additional specialist autism training |  | X |
| Health and Social Care  |  | X  |
| Management  |  | X  |
| **Safeguarding** |  |  |
| DBS required (Autism Bedfordshire will provide this) | X |  |