

**PERSON SPECIFICATION – PRACTICE MANAGER**

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| **Essential** | **Desirable** |
| **Education:**High standard of education | Qualification in counselling, mediation, or any transferable field (e.g. mental health, law, education, social work, etc.) |
| **Employment History:**Relevant previous or current employmentEmployment in a line managerial roleEmployment in a public- or family-facing role | Employment in the third sector  |
| **Training, Knowledge and Experience:**Knowledge of Relationships ScotlandInsight into the needs of children, young people, adults and families experiencing challengesSome knowledge of the policy landscape within which the Service operates (Children and Families)An understanding of professional confidentiality and equal opportunitiesLine management experienceExperience in risk assessments and report writingDatabase management experience | Experience in a family support, family law, education, or social work settingKnowledge of the role of the third sector in the network of support to familiesKnowledge of relevant services in Tayside and Fife, supporting familiesExperience of coordinating different/remote staff groupsChild Protection trainingDomestic Abuse trainingSubstance Misuse trainingMental Health training |
| **Skills:**Excellent organisational and administrative skillsHigh standard of practice and presentation of workAbility to work under pressure, prioritise and multi-taskOutstanding interpersonal and communication skillsAbility to establish and maintain effective relations with a wide variety of peopleAbility to supervise and support staff | Presentation skillsAbility to plan, devise and deliver presentations and/or training |
| **Personal qualities:**Passionate about making a difference for children and their familiesApproachableHaving attention to detail Able to work within a small team but accountable for own workloadFlexible Committed to ongoing professional development and to reflective practice | Sense of humour Creative problem-solver |