

LOCAL SOLUTIONS
PERSON SPECIFICATION
Domestic Violence Project Manager

Date: February 2009

Personal Skill Characteristics	Essential	Desirable
<p><u>Leadership:</u></p> <p>Ability to lead, inspire, motivate and develop staff at all levels</p> <p>Ability to use own initiative and take responsibility as appropriate.</p> <p>Possess the presence and integrity to gain respect from colleagues within the company, and from external contacts.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Communication:</u></p> <p>Excellent presentational skills and ability to promote the organisation with a wide range of individuals and external contacts.</p> <p>Excellent verbal and written communication skills</p> <p>Commitment to effectively maintaining a wide range of partnerships.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Business Management/Service Delivery:</u></p> <p>Ability to develop and maintain effective working relationships with a wide range of external bodies.</p> <p>Experience of the delivery of performance standards that enable successful achievement of the organisation's business plans.</p> <p>Ability to plan and prioritise effectively in order to achieve targets where appropriate and meet deadlines.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Experience/Knowledge/Qualifications:</u></p> <p>Educated to degree level or equivalent</p> <p>Professional Qualification</p> <p>CAADA Trained</p> <p>Knowledge of supporting people</p> <p>In depth knowledge and experience of working within the domestic violence field</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Personal Skill Characteristics	Essential	Desirable
Understanding of the risk assessment framework and crisis intervention work	✓	
A working knowledge and experience of criminal and civil justice systems including Multi Agency Risk Assessment Conferences (MARACs)	✓	
Knowledge and practical experience of using IT	✓	
Understanding and experience of promoting equality within a work environment.	✓	✓
Budget management skills	✓	
Proven track record in management	✓	
Understanding of legal issues surrounding the sharing of information in a multi-agency setting	✓	
<u>Personal Qualities/Behaviours:</u>		
Capable of delivering a high quality service.	✓	
Ability to adapt to changing circumstances.	✓	
Be emotionally self-aware of reading own emotions and recognising their impact, knowing own strengths and limits and a sound sense of own worth and capabilities.	✓	
Committed to the aims and ambitions of the organisation and broader issues of social enterprise.	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the organisation's operation.	✓	
<u>Specific job requirements</u>		
Maintain accurate knowledge of relevant legislation	✓	
Enhanced Disclosure	✓	
Full Driving Licence	✓	
Use of car	✓	
Able to work some unsociable hours	✓	