

PERSON SPECIFICATION

Deputy Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 2 Safeguarding training, including • minimum four hours adult safeguarding training over 3 years • minimum four hours child safeguarding training over 3 years 	<ul style="list-style-type: none"> • Diploma (or equivalent) in Counselling • Accredited Member of BACP (or eligible to apply) or UKCP
Experience	<ul style="list-style-type: none"> • Working in the third sector • Working in health and social care 	<ul style="list-style-type: none"> • 2-years post-qualifying experience of face-to-face client work • Financial management & Human Resources management • Change management • Line management • Marketing and Fundraising • Teaching or Training
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to communicate effectively • Ability to lead, motivate and support staff/volunteers 	<ul style="list-style-type: none"> • Business focused, and financially aware • Has ability to lead • Knowledge of quality systems
Personal Attributes	<ul style="list-style-type: none"> • Understand and respect CCL's Charitable Objects • Be decisive, attentive to appropriately meeting people's needs, and proactive with dynamism and energy • Enjoy the leader position / role • Charismatic management / leadership style 	