

**Person Specification – Administration Team Leader**

|  |  |
| --- | --- |
| **Responsible to** | **Administration Lead – Mental Health** |
| Salary | £21,693 (Point 23 on the NJC Scale) |
| Hours per week  | 37.5 |
| Annual Leave per annum | 25 days per annum (pro rata) |
| Main base  | Oakland House, Talbot Road, Manchester, M16 0PQ*. (Travel to other sites will be necessary)* |
| Contract | Permanent |
| Level of DBS check | Enhanced |

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test

|  |  |  |
| --- | --- | --- |
| **Area** | **Method of Assessment** | **Essential- Desirable** |
| **1. Employment Experience**  |  |  |
| * 1. Experience of working in a busy office environment and managing a demanding work load
 | A/I | Essential |
| * 1. Experience of line managing staff or managing a project
 | A/I | Desirable |
| * 1. Experience of working with a range of service providers and stakeholders
 | A/I | Desirable |
| * 1. Experience of developing and improving services and projects
 | A/I | Essential |
| * 1. Experience of effectively working under pressure in a dynamic environment
 | A/I | Essential |
| **2. Educational Background/Training**  |  |  |
| 2.1 High level of literacy demonstrating attention to  detail and accuracy | A/I/T | Essential |
| 2.2 High level of computer literacy (Word, database  experience, outlook email & calendars, PowerPoint,  Excel) | A/I/T | Essential  |
| **3 Knowledge**  |  |  |
| 3.1 Knowledge and understanding of Common Mental  Health Problems  | A/I | Desirable |
| 3.2 Knowledge of the local area your service is based in (community groups, services available as well as local demographics) | A/I | Desirable |
| **4 Skills**  |  |  |
| 4.1 Well developed skills in the ability to communicate  effectively orally and / or in writing and the ability to produce documents to a professional standard, including minutes | A/I/T | Essential |
| 4.2 Excellent Team working skills  | A/I | Essential |
| 4.3 Ability to effectively manage staff and teams | A/I | Essential |
| 4.4 Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally | A/I/T | Essential |
| 4.5 Ability to manage own workload | A/I | Essential |
| 4.6 Ability to work on own initiative | A/I  | Essential |
| 4.7 Ability to successfully contribute towards bids and tenders | A | Desirable |
| **5 Personal** |  |  |
| 5.1 Experience and understanding of Mental Health  Services with a desire to work within 3rd sector organisations | A/I | Desirable |
| * 1. Personal experience of managing common mental health Problems (not essential)
 | A | Desirable  |
| * 1. Willingness to support colleagues and assist wherever possible
 | A/I | Essential |
| * 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I | Essential |
| * 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I | Essential |
| * 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I | Essential |

|  |  |
| --- | --- |
| **LEADERSHIP COMPENTENCY** | **Method of Assessment** |
| **SHAPES AND MANAGES STRATEGY** |  |
| 1. Inspires a sense of purpose and direction
 | Interview |
| 1. Focuses strategically
 | Interview |
| 1. Interprets and analyses information (including financial) and opportunities
 | Interview |
| 1. Shows judgement, intelligence and common sense
 | Interview |
| **DRIVES RESULTS** |  |
| 1. Builds organisational skill and responsiveness
 | Interview |
| 1. Marshals professional expertise
 | Interview |
| 1. Steers and implements change and deals with uncertainty
 | Interview |
| 1. Delivers intended results
 | Interview |
| 1. Manages Resources
 | Interview |
| **BUILDS PRODUCTIVE RELATONSHIPS** |  |
| 1. Nurtures internal and external relationships
 | Interview |
| 1. Facilitates cooperation and partnerships
 | Interview |
| 1. Values individual differences and diversity
 | Interview |
| 1. Guides, coaches and develops people
 | Interview |
| 1. Skill sharing
 | Interview |
| **EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS** |  |
| 1. Demonstrates the group values, professionalism and probity
 | Interview |
| 1. Engages with risk and shows personal courage
 | Interview |
| 1. Commits to action
 | Interview |
| 1. Displays resilience
 | Interview |
| 1. Demonstrates self-awareness and a commitment to personal development
 | Interview |
| 1. Self-Management
 | Interview |
| **COMMUNICATES and INFLUENCES EFFECTIVELY** |  |
| 1. Communicates clearly
 | Interview |
| 1. Listens, understands and adapts to audience
 | Interview |
| 1. Negotiates persuasively
 | Interview |
| 1. Influencing
 | Interview |