



PERSON SPECIFICATION

for the post of

REGIONAL MANAGER (LONDON)

Category	Essential/ Desirable	Method*
QUALIFICATION(S)		
English Language, and Mathematics GCSE or equivalent grade C or above	E	A, C
Tertiary Level or Professional qualification in Community Work, Education, Social Work or a related discipline	E	A, C
Community Development qualification	D	A, C
EXPERIENCE		
Three years recent work in a lead role in local/regional community development	E	A, I
Interagency Working	E	A, I
Experience of Business development and commissioning	D	A, I
Recent community-based working in London	D	A, I
Line Management and Supervision of paid and volunteer staff members	E	A, C
Experience of remote working and reporting	D	A, I
Presenting with PowerPoint and other training tools	D	A, I
Project Management (Outcomes-Based Accountability)	D	A, C
Identifying and securing business opportunities within the community	D	A, C
Product / Services Development	D	A, C
Work with and line management support for volunteers	D	A, I
KNOWLEDGE, SKILLS & ABILITIES		
Ability to monitor and evaluate achievement of output targets and outcomes	E	A, I
Excellent verbal and written communication skills	E	A, I
Administration skills; ability to produce written reports and meet deadlines	E	A, I
Ability to engage and work with agencies from different sectors	E	A, I
Demonstrable delivery of project outcomes	E	A, I
Knowledge of London and surrounding areas	D	A, I
Ability to contribute to planning and development of service growth	D	A, I
Presentation skills (to groups and individuals, alone or as part of a team)	D	A, I
Ability to work with, mentor and appropriately encourage staff and volunteers	D	A, I
Safeguarding of children and vulnerable adults – safe practice	D	A, I
Presenting on suicide and/or self-harm and/or mental health related issues	D	A, I, C
Handle confidential and sensitive information appropriately	E	A, I
Contribute to monitoring and evaluating	D	A, I
Ability to manage varied workload (balancing individual support, fieldwork, group work, office work, team meetings, supervision, etc.)	E	A, I
PERSONAL		
Anti-discriminatory practice (positive regard for diversity and equality)	E	A, I
Ability to work within and contribute positively to the Ethos and Values of PAPYRUS	E	I
Emotional Intelligence and Literacy	E	I
Ability to empathise yet make professional judgements in emotionally challenging environments	D	A, I
OTHER		
Ability to Willingness to work some unsocial hours	E	A, I
Full Driving Licence with Regular Access to a car with full business use insurance cover	E	A, I, C

* **Method of Assessment:** A = Application Form; I = Interview; C = Certification or other evidence