

**NORTH LANARKSHIRE CARERS TOGETHER
EMPLOYEE SPECIFICATION**

JOB TITLE	Development Manager	
	ESSENTIAL	DESIREABLE
Qualifications/ Training	<p>Degree in a relevant discipline or comparable academic achievement through training, learning and experience.</p> <p>Disciplines such as community development, community education, social work, public health and community care would be considered relevant although this list is not exhaustive.</p>	SVQ4 in Management or equivalent Management Qualification
Work Experience	<p>Management or programme co-ordinator including service design and development.</p> <p>Excellent negotiation skills</p> <p>At least 3 years experience in health, social care or community work.</p> <p>Experience of completing funding proposals and successfully securing funding.</p> <p>Excellent negotiation skills.</p> <p>Effective partnership working across both voluntary and statutory sectors.</p> <p>Experience of facilitation, co-ordination of events and information sharing.</p> <p>Understanding of the social and political context of working with and within communities.</p>	<p>Experience of preparing for and chairing meetings.</p> <p>Volunteer support and development</p>
Knowledge/Skill/ Ability	<p>Proven leadership skills and the ability to motivate a team to achieve high standards</p> <p>Ability to meet demanding personal and team deadlines.</p> <p>Knowledge of the statutory and voluntary sector organisations work in relation to health and social care.</p> <p>Knowledge of policy, strategy and developments that impact on carers.</p> <p>The ability to interrogate, analyse and interpret research and information.</p> <p>Participative approaches to research, consultation and development.</p> <p>Strong communication skills demonstrating ability to</p>	<p>Knowledge of Charity Governance</p> <p>Ability to empathise with carers.</p> <p>Understanding of personalisation and outcomes.</p> <p>Understanding of the best practice standards for carer participation and engagement</p>

	<ul style="list-style-type: none"> - initiate and sustain positive working relationships - negotiate with a range of stakeholders - present complex ideas concisely and clearly - Produce written work such as research findings, reports and briefings. - Work in partnership to support performance monitoring in relation to carer outcomes. <p>Ability to implement a range of management structures including staff supervision, appraisal, and appropriate staff development programmes.</p> <p>A working knowledge of IT packages and social media platforms</p>	<p>Ability to encourage others to take ownership for self development.</p>
Personal attributes	<p>Confident self-starter with a commitment to partnership working</p> <p>A critical thinker who is able to consider concepts and ideas and how these might apply in practice.</p> <p>Flexible approach</p>	<p>Ability to 'think out the box'</p>
Other	<p>Driving License and own transport</p>	