



SERVICE MANAGER PERSON SPECIFICATION

Experience	
Experience of working in a mental health setting either in the public or charity sector	Essential
Experience of developing and delivering training	
Experience of supervising staff and/or volunteers and supporting their development through coaching, mentoring, training or in other ways	
Experience of working with groups and awareness of group dynamics	
Experience of working with safeguarding issues	
Ability to work on their own initiative, managing own workload and work well as part of a team.	
Knowledge and Skills	
Ability to communicate with a wide range of people including service users, volunteers, staff, and other organisations	Essential
Have an understanding of the value and workings of peer support	
An understanding of equalities issues and inclusive service delivery	
IT skills including the use of Microsoft Office, Google Suite and Social Media	
Values	
The ability to be non-judgmental and empathetic in a peer support setting	Essential
Commitment to service user input in the planning and running of services	
Other	

Willing to work flexibly with some evening and weekend work	Essential
Ability to travel and attend meetings in different locations	
Full driving license and access to car	Desirable