



**AGE UK SOLIHULL
PERSON SPECIFICATION**

JOB TITLE : Head of Services

Please note : you should aim to evidence all of the **essential** criteria in your application form and provide examples. It is not expected that applicants will be able to meet all of the **desirable** criteria but please evidence and provide examples as appropriate.

| ESSENTIAL | DESIRABLE |
|--|--|
| Experience | |
| Proven senior management experience in the public, private, statutory or voluntary sectors Experience of working with a range of organisations Demonstrable experience and achievement in the management of change and operational delivery Track record of staff and/or volunteer management. | Experience of working with people at a range of levels An information and advice background Experience of the commissioning and/or tendering process Experience of writing successful funding applications Experience of budget management |
| Skills/Abilities/Knowledge | |
| Excellent communication and interpersonal skills An ability to be empathetic Ability to understand statistical and financial information and draw conclusions from it Ability to keep confidentiality at all levels Analytical and strategic thinking skills Time management skills and ability to prioritise and meet deadlines Ability to manage complex issues and problem solve. | Proven leadership skills An ability to be creative and imaginative Knowledge of the Care Act 2014 Knowledge of services available to older people and an understanding of the needs of older and vulnerable people |
| Education and Training | |
| Educated to Degree level in a relevant subject or evidence of similar qualifications or experience Safeguarding Training Excellent IT skills. | Health & Safety Training Data Protection Training Human Resources qualification or training. |
| Legal and Other Requirements | |
| This post requires a satisfactory DBS Disclosure This post requires a full driving licence and use of a car. | |