

**PERSON SPECIFICATION**

**Assistant Services Manager – Children and Young People**

**Essential experience**

1. At least two years’ experience working with children or young people with a learning disability, including those with complex needs and/ or challenging behaviour.
2. Experience of assessing the needs of disabled children, including those with multiple and complex needs.

**Essential qualifications, skills and abilities**

1. NVQ level 3 or above in Childcare or Play Work, or equivalent.
2. Ability to work on own initiative and manage a complex work load.
3. Ability to co-ordinate a staff team in delivering a group-based children’s service.
4. Strong communication skills both written and verbal and the ability to communicate appropriately with a wide range of audiences, including children, parents, staff and other professionals.
5. Competent IT skills.

**Essential knowledge and understanding**

1. Knowledge of legislation, regulation and good practice in relation to delivering services for children with a learning disability.
2. Sound knowledge of safeguarding management and practice.
3. Understanding of the needs of children with a learning disability to experience a range of fun and stimulating activities that support their individual development.
4. Understanding of the communication needs of children with a learning disability.
5. Understanding of and empathy for the needs and concerns of parents of disabled children.
6. Commitment to Equal Opportunities.

**Reviewed September 2018**

*Sutton Mencap is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Our recruitment procedures are designed to ensure all employees and volunteers share this commitment.*