

Service Lead Posts

Person Specification

Responsible to Practice Manager

Essential	Desirable
Commitment to and comprehensive understanding of inclusion and person-centred practice as central to the charity's work.	Experience of supporting inclusive projects.
Experience of working with children and young people with SEND with a diverse range of individual additional needs (including Autism) and their families.	Youth work, play work mentoring, counselling, teaching, advocacy, or other relevant training and or experience.
Ability to lead on and include teams in collective planning delivery and evaluation of inclusive services.	Knowledge of youth work/ play work and disability rights.
Ability to process, collate and protect sensitive and informative data.	Experience of liaising with practitioners and families, producing monitoring data, resourcing, service delivery and site management.
Understanding of, and commitment to Safeguarding, Child Protection and relevant Policies, Procedures & Practice.	Designated safeguarding lead or recent relevant training. Up to date DBS check.
Ability to lead a team, prioritising and managing own and delegated responsibilities.	Experience of supporting multiple work strands.
Experience of having lead responsibility for a venue.	Experience of being a responsible key holder.
Good communication skills.	Track record of producing evaluations and face to face work with families and young people.
Experience of supporting recruitment.	Current knowledge of HR procedures and volunteer management.
Understanding of confidentiality, data protection and GDPR and data management.	Relevant experience and training to collate data to support grant production and reporting.
Digital media skills.	Experience of using websites and OneDrive and Microsoft SharePoint
Fiscal management skills.	Experience of managing delegated expenditure to support financial monitoring.
The ability to work with the team, children, young people and families in ways that build positive relationships and demonstrate adaptability, creativity and empathy.	Experience and understanding of how 'soft skills' are at the core of the organisation.
Ability to problem-solve and work effectively to pre-empt / resolve conflict.	Knowledge of group dynamics and conflict-resolution.
Loyalty to standards and reputation of the charity	