

PERSON SPECIFICATION

Post: EARLY YEARS SCOTLAND SERVICE MANAGER

This specification will assist prospective candidates to assess their suitability for the post. The attributes are categorised as **essential**: those without which the job could not be performed adequately; and **desirable**: those which although not essential, would enhance job performance.

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree level qualification (e.g. BA Childhood Practice) • Full current driving licence • Own transport insured for business usage 	<ul style="list-style-type: none"> • Additional qualifications that are relevant to and support the requirements of the post (see post remit)
Experience	<ul style="list-style-type: none"> • Line managing staff • Leading, managing and motivating staff teams • Managing projects and services • Working collaboratively with other agencies • Providing written reports • Working in a setting with young children and their families • Experience of supporting families experiencing adversity 	<ul style="list-style-type: none"> • Contributing to the development of operational and strategic planning • Managing budgets • Experience of representing your organisation locally/nationally • Community based family support experience • Delivering professional learning
Knowledge and Understanding	<ul style="list-style-type: none"> • Quality management and leadership • Up to date knowledge of current ELC sector policy, legislation and frameworks (e.g. The Promise, Realising the Ambition etc) • Organisational publications and resources • How children learn and develop • Trauma informed & trauma responsive approach 	<ul style="list-style-type: none"> • Experience of supporting other Early Learning and Childcare (ELC) settings. • Awareness of challenges and opportunities within ELC organisations • Understanding of potential barriers to parental engagement in services and solution-focused approaches • Experience of supporting children and families with ADN • Experience of delivering/planning health or parenting programmes
Skills and Capabilities	<ul style="list-style-type: none"> • Ability to provide strong and effective leadership • Ability to communicate, network & build effective relationships • Excellent verbal, written and presentation skills • Excellent organisation and prioritising of work • Excellent IT skills • Monitor and assess own performance • Working on own initiative and also as part of a team 	<ul style="list-style-type: none"> • Public speaking • Networking • Mentoring • Assessing and evaluating services • Policy-writing • Social media and other technology skills
Values and Personal Commitment	<ul style="list-style-type: none"> • Value and respect the contributions of others • Value constructive feedback • Show commitment to achieving high standards and objectives/solution focused • Highly motivated, passionate and committed to influence change for children and their families • Demonstrate flexibility, initiative and self-reliance • Professional confidential approach at all times 	<ul style="list-style-type: none"> • Show a commitment to reflection, self-evaluation and self-development as a means of enhancing working practice and broadening expertise • Take responsibility for own career long professional learning