



Supporting children,
young people and families

PERSON SPECIFICATION

DRAGONFLIES MANAGER

CANDIDATE NO:

For office use only		
Shortlisted:	Yes/No	Internal/External
Result of Interview	Appoint / Hold / Not Appointable	
Reasons for Decision		
Chair of Panel:		Date:

FOR OFFICIAL USE ONLY – NOT TO BE COMPLETED BY CANDIDATES

CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
WORK RELATED EXPERIENCE					
ESSENTIAL					
1. Experience of working with vulnerable children/young people and families	Application Form and interview				
2. Experience of managing and leading a team, including volunteers	Application Form and interview				
3. Experience of managing/developing and delivery of a project	Application Form and interview				
DESIRABLE					
1. Experience of working with children and young people experiencing bereavement	Application Form and interview				
SKILLS AND ABILITIES					
ESSENTIAL					
1. Tact, sensitivity and diplomacy with families at times of personal stress	Application Form and interview				
2. Sound interpersonal skills and the ability to be able to put families at their ease	Application Form And interview				

3. Empathy and a non-judgmental attitude with an awareness of the impact of bereavement on the whole family	Application Form and interview				
4. Ability to work collaboratively and co-operatively with volunteers and partner agencies	Application Form and interview				
CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
5. Literacy, numeracy and administrative skills including record keeping and report writing skills. ICT literate.	Application Form and interview				
6. Effective organisational and presentation skills	Presentation, Application Form and interview				
7. Management leadership skills with appropriate training and qualifications	Application Form and Interview				
8. Ability to engage with and include the voice of children and young people	Presentation, Application Form and interview				
DESIRABLE					
1. Counselling qualification	Application Form and interview				
2. Childcare/youth qualification	Application Form and interview				
3. Play/art therapy qualification	Application Form and interview				
4. Knowledge/experience of fundraising/funding	Application Form and Interview				
KNOWLEDGE					
ESSENTIAL:					
1. An understanding of the importance of confidentiality whilst working with families	Application form and interview				
2. Knowledge and ability to maintain professional boundaries	Application form and interview				
3. Knowledge and understanding of Safeguarding Children and Young People	Application form and interview				

4. Knowledge of the bereavement process	Application form and interview				
CIRCUMSTANCES DESIRABLE	Application Form And interview				
1. To demonstrate ability to travel across East Sussex	Application Form And interview				
2. Ability to work occasional evenings/weekends	Application Form And interview				