



Services Manager - Person Specification

Ideal Attributes	Essential or Desirable
Qualifications <ul style="list-style-type: none"> • Qualified counsellor • Evidence of co-ordination & management • Membership of a counselling professional body 	<p style="text-align: center;">E E E</p>
Knowledge and Experience <ul style="list-style-type: none"> • Developing external relationships and networking to help deliver services (i.e. CPD, fundraising, etc) • Experience of referral processes and risk assessments for clients • Experience of leading and collaborating with others • Experience of managing budgets and basic accounting • Knowledge of counselling organisational policies • Knowledge of running a charity or working in the charity sector 	<p style="text-align: center;">D D E D D D</p>
Skills <ul style="list-style-type: none"> • Demonstration of ability to work within a team • Evidence of interpersonal skills • Ability to inspire and motivate colleagues to provide a professional service • Good IT skills e.g., use of Microsoft apps • Experience of managing or co-ordinating a team • Experience of managing a project or organisation • Fluent in written and spoken English • Self-starter and highly motivated 	<p style="text-align: center;">E E E D E D E E</p>
Personal Characteristics <ul style="list-style-type: none"> • Passionate about counselling and sympathetic to the vision of the charity • High personal integrity • Able to motivate, inspire and encourage others • Commitment to own personal faith walk 	<p style="text-align: center;">E E E E</p>

This post is subject to an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.