

PERSON SPECIFICATION

JOB TITLE: Early Education Funding Manager

GRADE: 8

DIRECTORATE: Families and Wellbeing

SERVICE: Early Help Division

MINIMUM CRITERIA:

Qualifications/ Knowledge

1. Educated to Level 2 in literacy and numeracy (E)
2. Project Management or equivalent qualification and / or equivalent in experience. (D)
3. Evidence of current and continuous professional development (E)
4. A degree or equivalent graduate qualification (D) C,A
5. Relevant ICT Qualification / or equivalent experience (E)
6. Knowledge of the legislative and policy agenda to Early Years Education (D)

Experience

7. Proficient in Microsoft Office programmes, (E)
8. Advanced knowledge working with Excel (E)
9. Experience of working in partnership with a wide range of agencies (E)
10. Experience of budget management (E)
11. Experienced use of management information systems (E)
12. Experience of working with Capita (D)
13. Understanding of how to manage and champion change and service development (E)
14. Experience of managing a team and supporting staff through supervision (E)
15. Analysis of data to identify trends and inaccuracies
16. Ability to think on feet and provide creative solutions to problems.
17. Experience of managing teams and services that drive quality and improvement (E)
18. Delivering objectives and managing resources within a defined timescales. (D)

Knowledge, Skills and Abilities

19. Excellent communication skills, including oral, written and presentations (E)

20. Skills in using information and communication Technology as a means of communication, data bases, excel, word and power point (E)
21. The ability to work co-operatively and collaboratively with different agencies (E)
22. Ability to build effective relationships in order to achieve the desired outcomes (E)
23. Excellent organisational skills and effective time management (E)
24. Meticulous attention to detail and precise capture of data/information (E)
25. Ability to manage staff effectively and support a team (E)
26. Ability to negotiate with internal and external partners, stakeholders, partners and suppliers on behalf of the service. (E)
27. Ability to formulate and present reports to management and Senior Officers (E)
28. Ability to work to own initiative, meeting deadlines and prioritising workload (E)
29. Ability to deal with confidential and sensitive material (E)

Other Requirements

30. Flexible working patterns with occasional evening and weekend work required (E)
31. Able to organise oneself and act on own initiative (E)

Commitment to Equal Opportunities

32. Ability to understand and demonstrate commitment to equality and diversity (E)
33. Commitment to inclusion and a good understanding of effective, inclusive practice (E)

Commitment to Service Delivery/Customer Care

34. Exercise a high level of confidentiality and integrity around service users and partner relationships (E)
35. Able to undertake appropriate training as necessary (E)

Date prepared / revised:

2nd October 2019

Completed by:

Andrea Riley