



**PERSON SPECIFICATION**

**NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**JOB TITLE:** No Wrong Door (NWD) Portfolio Lead  
**GRADE:** 7  
**DIRECTORATE:** Families and Wellbeing  
**SERVICE:** Children's Social Care

**CRITERIA:**

**Experience**

1. Experience of working with young people aged 13-18 and their families (E) A, I
2. Experience and resilience in working with young people with complex and challenging behaviours (E) A, I
3. Experience of working with established systems and procedures to ensure secure and accurate recording of information (E) A, I
4. Proven and effective experience of the management of resources in a changing organisational environment, including human and financial resources (E) A, I
5. Recent management / leadership experience (D) A, I
6. Experience of working in a residential care, edge of care or outreach support setting (D) A, I
7. Some administrative experience (D) A, I
8. Some experience of supporting staff in challenging situations (D) A, I

**Skills and Abilities**

1. Good communication, interpersonal and advocacy skills (E) A, I
2. Risk management and assessment skills (E) A, I
3. Time management skills (E) A, I
4. Ability to work flexibly (E) A, I
5. Team working skills (E) A, I
6. Numeracy and literacy skills (E) A, I
7. Inter-agency collaboration skills (E) A, I
8. IT skills to effectively use systems for practice (E) A, I
9. Effective recording/report writing skills (E) A, I
10. Problem solving skills and the ability to find innovative solutions (E) A, I
11. Personal resilience and the ability to develop it in young people (E) A, I
12. Ability to drive forward plans for young people (E) A, I
13. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (E) A, I
14. Experience of auditing systems and recording (D) A, I
15. Experience of petty cash systems and compliance with auditing processes (D) A, I
16. Experience of deployment of staff resources to meet need (D) A, I



17. Experience of supporting/supervising sessional staff (D) A, I

**Education/Qualifications**

1. Hold or have commitment to gain QCF Level 3 Diploma Health and Social Care (E) A, I
2. Hold NVQ 3 Caring for Children and Young People (E) A, I
3. DiPSW, SW Degree, CQSW, CSS or equivalent (D) A, I
4. QCF Level 3 Diploma or NVQ 3 Caring for Children and Young People (D) A, I

**Knowledge**

1. Knowledge of principles of safeguarding & child protection (E) A, I
2. National Minimum Standards and Children's Home Regulations (E) A, I
3. Children's Act 1989 & 2004 (E) A, I
4. Working Together to Safeguard Children 2008 (E) A, I
5. Common Assessment Framework (E) A, I
6. Direct contact/working with people with social care needs (E) A, I
7. Understanding of and ability to analyse the wider care perspectives of people with social care needs (E) A, I
8. Liaising within the Directorate, with other agencies, professions, families and young people (E) A, I
9. Understanding of and commitment to Systemic Practice (E) A, I
10. Knowledge of Health and Safety at Work Act 1989 (E) A, I
11. Understand best practice in the care of adolescents (D) A, I
12. Understand the role of Ofsted and their inspection framework (D) A, I
13. Have awareness of best value and effective use of resources in line with WBC's budgets and service plans (D) A, I
14. Knowledge of pathways for young people at key transition points and post 18 (D) A, I

**Other Requirements**

1. Flexible attitude to hours of work, including sleep-ins and waking nights and covering service needs across the range of placement options (E) A, I
2. Ability to meet the travel needs of the post. Please be aware that this may involve significant travel implications and will involve transporting children and families (E) A, I

**Methods of Assessment key**

**A = Application form, C = Certificate, E = Exercise, I = Interview,  
P = Presentation, T= Test, AC = Assessment centre**