

Barnsley Independent Alzheimer's and Dementia Support

Person specification – Day Care Centre Manager

Qualifications	Essential	Desirable
NVQ 4 in management and 5 GCSEs including Maths and English or equivalent	√	
Knowledge and understanding		
Ability to demonstrate a full understanding of person centred care	✓	
An up to date and comprehensive knowledge of issues and problems faced by people with dementia and their carers	✓	
Knowledge of Health and Safety requirements and their application	✓	
A good understanding of safeguarding adults at risk	✓	
Skills		
Proven adaptive leadership skills and the ability to enthuse, motivate and develop a team to deliver results	✓	
Excellent organisational, written and verbal communication skills, including experience and confidence in public speaking, effective report writing and working with press and media	✓	
Proficient in all IT applications	✓	
Ability to audit existing day to day practice and identify scope for improvement and influence necessary changes	✓	
Excellent communication skills both verbally and written including presentations and reports	✓	
Experience		
Previous relevant experience in a day care management role	✓	
Experience of initiating, delivering and developing services aimed at people with dementia and their carers	✓	
Experience of undertaking client assessments including risk assessments, health & safety etc.	✓	
Experience of managing staff and volunteers	✓	
Proven experience and application of financial management, budget planning and reporting skills	✓	
Experience of promoting and marketing services		√
Personal Attributes		
Commitment to the aims and ethos of BIADS and a desire to bring about positive change in the lives of people with dementia and their carers	✓	
Ability to devise, implement, develop and appraise new services in liaison with external agencies such as the Local Authority, NHS and other funding organisations		√
Ability to motivate and manage the staff delivering day care services on behalf of BIADS	✓	

Willingness to undertake training and development appropriate to the role	✓	
Flexibility in working routines	✓	
Ability to demonstrate a commitment to equal opportunities/non-discriminatory work practices through personal and professional conduct	✓	
Other		
Enthusiastic	✓	
Flexible approach to working arrangements	✓	
Must be willing to work occasional evenings and some weekends	✓	