teachers' housing association

PERSON SPECIFICATION
SCHEME MANAGER - QUEEN MOTHER COURT

Teachers' Housing Association is a charitable housing association

This specification has been drafted to provide a clear and consistent method of selecting candidates for this post. It identifies the key skills, abilities and attributes which a successful applicant will demonstrate. Candidates applying for this post will need to demonstrate that they possess the required technical knowledge and have experience of successfully applying their skills.

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education/Qualifications	Willingness to attend training and development courses as required.	National Warden's Certificate / Certificate in Supported Housing or equivalent
Job Knowledge/Experience	Experience of providing a high level of service to clients. Experience of working with older people. Experience of staff management and supervision.	Experience of Health and Safety matters relating to scheme management. Experience of providing scheme manager services in a residential post. (If applying as 'residential') Experience of liaising with other local agencies and support services.
Special Aptitudes	Ability to work independently and to use initiative to ensure high service delivery to tenants. Ability to organise and deliver lunch service facility to tenants. Experience of supervising contractors.	Experience of organising social activities. Experience of working with computers, plus knowledge of email and Microsoft Office software.
Personal Skills	Good oral and written communication skills. Self-motivation and flexibility. Good time management skills and ability to work as part of a team and on own initiative.	
General	Sufficiently mobile and able to respond to emergency situations both during working hours and outside normal working hours (when on site). Ability to attend meetings, seminars etc. at Head Office (London) if required. Ability to work outside of normal hours if required.	Clean driving licence and use of car when necessary.