

MERTON MENCAP

Head of Community Engagement & Deputy CEO

Person Specification

Essential

- Experience of contributing to strategic and business planning
- Qualified to NQF/QCF/FHEQ Level 6 or higher, or a willingness to train and obtain this level of qualification
- Knowledge of the General Data Protection Regulations (GDPR)
- Knowledge and experience of accounting practices and financial controls
- Experience of service monitoring and evaluation
- Advanced IT skills and training including use of systems such as Excel, Survey Monkey, and sales systems/databases, or similar
- Experience of staff planning including recruiting, inducting, supervising and appraising
- Experience of attending and contributing to meetings at a senior level and developing good relationships with stakeholders and partners
- Effective communication skills
- Proven track record or delivering services effectively as part of a team
- An awareness of the needs and issues that face children and adults with a learning disability and their families and legislation/national policy relating to people with learning disability and autism and their families
- A flexible and adaptable approach
- Enthusiastic and self-motivated

Desirable

- Marketing and publicity experience including effective use of social media
- Understanding of Ofsted/CQC inspection regimes and the importance of implementing good quality policies and procedures
- Safeguarding training
- Health and safety training
- Equal opportunities training
- Data protection training
- Positive behaviour support and autism awareness training