**NEW CHOICES**

**PERSON SPECIFICATIONS: Hub Team Leader**

All criteria are essential unless otherwise stated.

**EDUCATION & QUALIFICATIONS**

* Relevant experience and qualifications (i.e. NVQ 3 or above, CM etc.)
* Good standard of Education and qualifications

**EXPERIENCE**

* Making sure that you support people to be involved as possible during their time within Services.
* Offering enough support to ensure people succeed.
* Support people to their highest standard and in line with their support plan, cultural needs and wishes.
* Working with adults with a Learning Disability / Autism / Complex Health Needs.
* Experience of or a desire to develop management and leadership skills
* Managing team dynamics.
* Being able to actively demonstrate skills in coaching and supervising performance maintaining high standards at all times.
* Ensuring effective team communication.
* Role modelling practice to the team to achieve best practice.
* Continuous development of yourself, the team and the service.
* Experience in support planning and report writing.
* Ability to form positive relationships with all local professionals.
* The ability to communicate effectively both verbally and in writing.
* Proven track record of role modelling good practice support.
* Ability to liaise with all functional support staff within New Choices as appropriate
* Good time management and organisational skills.
* Able to demonstrate that your practice incorporates the principles of Diversity and Inclusion.
* Ability to work in a flexible way to meet the needs of the service. .
* The ability to respond flexibly in a crisis.
* Leadership and motivational skills.

**TECHNICAL SKILLS/KNOWLEDGE**

* Knowledge and understanding of Equality and Diversity issues.
* Working practice that incorporates the principles of diversity and inclusion in all aspects of service delivery.
* Ability to use all New Choices systems Microsoft Office and bespoke IT programmes
* Ability to produce costed developments plans as needed.
* Demonstrates the ability to lead, support and guide other Hft staff and tutors to plan meaningful courses that meet the needs of the people we support
* Ability to form and develop positive professional relationships with all local professionals and businesses.
* Manage time and resources effectively and efficiently.
* Ability to respond professionally, quickly, and flexibly in a crisis.
* Ability to operate as part of a team with staff team and senior managers.
* The ability to present to a variety of different audiences
* Timely decision making skills often under challenging circumstances.
* A proactive, professional approach with a “can do” attitude.
* Ability to work alongside and liaise with the support staff within New Choices.
* The possession of a valid driving licence, own transport and be prepared to use and insure this work processes.
* Commitment to working within the values, statement of purpose policies and practice of New Choices.
* Experience of delivering high levels of customer service.
* Evidence of working to and achieving performance targets.
* The ability to be self-motivated, manage own workload and to be able to work as part of a team.
* The ability to be a creative problem solver
* The person should be self-confident, organised, enthusiastic, and positive
* Ensuring effective team communications .
* Persistence and determination to achieve results.