

Person Specification

Deputy Head of Welfare – August 2020

	ESSENTIAL	DESIRABLE
FORMAL QUALIFICATIONS	<p>A minimum of the below;</p> <ul style="list-style-type: none"> • GCSE in Maths & English – Grade C or above. • Equivalent Maths/English/Literacy qualifications eg. Certificate in Adult Numeracy/Literacy. • A first degree level qualification in any subject. 	<p>Any of the below;</p> <ul style="list-style-type: none"> • Diploma in Welfare & Human Management. • Social Work qualification. • Advice and Guidance qualifications. • Professional counselling qualifications. • Social Sciences Degree or other appropriate higher Diploma/Degree. • Teaching or assessing qualifications. • Community Development qualifications. • Management qualifications. • Coaching/Mentoring qualifications. • Horseracing industry qualifications at Diploma/Foundation Degree level.
KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of confidentiality and GDPR legislation. • An ability to make thorough assessments. • An understanding of and the ability to apply professional boundaries. • A good understanding of the horseracing industry and the common issues faced by its workforce. • Knowledge of Adult Safeguarding & Child Protection. 	<ul style="list-style-type: none"> • A good understanding of the charitable and voluntary sector. • A knowledge of the welfare benefits system. • Knowledge of developing strategy and change management.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing, coaching, developing and guiding individuals and teams. 	<ul style="list-style-type: none"> • Experience of the charitable/voluntary sector. • Experience of and the desire to manage and

	<ul style="list-style-type: none"> • Experience of building relationships with individuals and organisations. • Experience of budget management and allocation of resources. • Experience of working with, supporting and safeguarding vulnerable people. • Experience of providing information, advice and guidance to client. • Experience of using and managing confidential client databases/CRM systems. 	<p>develop services delivered in partnership with volunteers and beneficiaries.</p> <ul style="list-style-type: none"> • Experience of grant making ideally relating to grants to individuals.
SKILLS	<ul style="list-style-type: none"> • Good IT skills and the ability to input data. • Excellent interpersonal skills. • The ability to effectively lead, manage and develop a team to deliver the highest standards possible. • The skills to be a confident decision maker. • The skills to communicate effectively with a wide range of stakeholders. • Strong organisational, administration and planning skills. • Good presentation skills. 	<ul style="list-style-type: none"> • Project management skills.
PERSONALITY/ MOTIVATION	<ul style="list-style-type: none"> • A confident, resourceful and creative individual who can operate as a highly driven and motivated self-starter. • A desire and the ability to evaluate and improve services. • The willingness and ability to work flexibly and respond to the emerging needs of the business. • A willingness to travel throughout the region/UK when necessary. 	
INTERESTS	<ul style="list-style-type: none"> • An interest in the horseracing industry. • An interest in the charitable and voluntary sector. • An interest and commitment to your own continuous professional development and self-awareness. 	
CIRCUMSTANCES	<ul style="list-style-type: none"> • A full clean driving licence and a car owner. 	

ANY OTHER SPECIFIC REQUIREMENT	<ul style="list-style-type: none">• An enhanced, satisfactory DBS certificate.	

In addition to the above criteria the successful applicant will have the necessary skills, knowledge and experience to operate in line with Racing Welfare's Core Values, and Mission and Vision.