



Company	Utopia Project CIC
Job Title	hatch Service Manager
Responsible to	Board of Directors
Prepared by & date	Chris Black, Managing Director – 26 th July 2024

Employee Specification

Essential Attribute	Identified by	Desirable Attribute	Identified by
Qualifications			
<ul style="list-style-type: none"> Educated to Degree Level or equivalent in relevant field. 	Application	<ul style="list-style-type: none"> Management qualification CBT or Counselling qualification 	Application
Experience			
<ul style="list-style-type: none"> A minimum of 3 years' experience working with vulnerable young people with a range of mental health needs A minimum of 2 years' experience managing staff and volunteers, programmes, outputs and budgets Experience of monitoring and evaluating the impact and effectiveness of programmes and adapting them to suit the needs of service users. 	Application/ Interview Application/ Interview Application/ Interview	<ul style="list-style-type: none"> HR experience Experience of networking with other agencies and developing partnership links Experience of working in the voluntary/third sector. Experience of safeguarding children and young people at managerial level 	Application/ Interview Application/ Interview Application/ Interview

Skills and Knowledge			
<ul style="list-style-type: none"> • A high level of organisational skills. • Excellent communication and interpersonal skills. • Ability to work independently and manage own workload. • Knowledge of Safeguarding and Child Protection procedures. • Ability to be flexible and adaptable to the needs of young people. • Sound IT skills including use of Word, PowerPoint, Excel. 	<p>Application/ Interview</p> <p>Application</p> <p>Application/ Interview</p> <p>Application/ Interview Application/ Interview</p> <p>Application/ Interview</p>	<ul style="list-style-type: none"> • Knowledge of the barriers that young people from difficult backgrounds face and how to develop programmes to support this. • Up to date understanding of Mental health issues for young people with diverse needs. • Confidence and competence in using Information and Communication Technology. • Willingness to learn Utopia's approach to working with young people. 	<p>Interview</p> <p>Application/ Interview</p> <p>Application</p>
Special requirements			
<ul style="list-style-type: none"> • Approachable, reliable and flexible with an excellent sense of humor. • Passion, resilience, and relentless optimism. • Ability to lead, motivate, engage and inspire staff and young people supporting them to achieve their potential. • Ability to promote and endorse the Utopia core values and ethos. • A genuine care for young people who have experienced difficulties throughout their lives and a desire to support them in achieving successful outcomes. 	<p>Reference/ Interview</p> <p>Reference/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>		