

Attributes:	Essential	Additional/Useful	How identified
Skills and knowledge	<p>Day to day supervision of paid staff</p> <p>Skills in motivating staff</p> <p>Housing management experience, including case management of tenants</p> <p>Knowledge of property management and housing benefit processes</p> <p>Skills in working in a person centred way with vulnerable clients, in particular women escaping violent relationships</p> <p>Understanding of property purchase processes</p> <p>Administration skills</p> <p>Excellent time management skills</p> <p>Excellent communication skills</p> <p>Report writing skills</p> <p>Ability to manage staff performance using online meetings (Zoom or other platforms)</p> <p>Ability to support staff to manage competing demands</p>	<p>Knowledge of the Duluth power and control wheel</p> <p>Knowledge of commercial lease arrangements</p> <p>Knowledge of housing legislation</p> <p>Implementation and development of policy and procedures</p>	Application form Interview

Qualifications:		Relevant housing management qualification	Application form Interview
Training:	IT Skills MS office products		Application form
Experience:	<p>Experience of property and tenancy management</p> <p>Experience of working with vulnerable client groups to enable them to maintain tenancies</p> <p>Experience of interagency working</p> <p>Experience of writing reports</p> <p>Experience of working with and dealing with the public</p> <p>Experience of leadership</p>	<p>Relevant experience in women's work or community work</p> <p>Experience of working with women who have experienced sexual/ domestic violence and abuse</p> <p>Experience of developing policies, practice and procedures</p> <p>Experience of delivering training</p>	Application form Interview
Personal Qualities:	<p>Action orientated</p> <p>Achieves through co-operation</p> <p>Communicates shared values and organisational objectives</p> <p>Engenders active participation</p>		Interview Application form
Other requirements:	<p>Ability to prioritise and manage own workload appropriately</p> <p>Ability to work effectively within a team</p>		Interview