



### Job Description for the Manager

- To implement and deliver the Ford’s 2021 – 2025 strategic plan.
- To effectively communicate with clients, staff, Boards of Management and relevant stakeholders.
- To manage budgets and resource allocation.
- To manage schedules and timelines for clients and counsellors.
- To manage risk assessment, governance, and quality assurance.
- To manage appraisals and the professional development of counsellors
- To manage change in the organisation

| Required Competencies for the Ford Manager’s Post   |  |
|---|--|
| 1). SKILLS AND ABILITIES  | 2). KNOWLEDGE  |
| <ul style="list-style-type: none"> <li>• Leadership.</li> <li>• Internal &amp; external communications.</li> <li>• Management.</li> </ul>       | <ul style="list-style-type: none"> <li>• Management of a service</li> <li>• Team &amp; stakeholder management</li> <li>• Preparation of funding applications, including contracting.</li> <li>• Governance, quality control and risk management.</li> <li>• A knowledge of counselling.</li> </ul> |
| 3). PREVIOUS EXPERIENCE RELATED TO THE POSITION   | 4). RELEVANT TRAINING OR QUALIFICATIONS  |
| <ul style="list-style-type: none"> <li>• Reporting (financial &amp; technical)</li> <li>• Record of successful funding applications.</li> </ul> | <ul style="list-style-type: none"> <li>• Degree diploma</li> <li>• Minimum of three years experience of delivering counselling service or similar services.</li> </ul>   |
| 5). VALUES  | 6). PERSONALITY  |
| <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Honesty</li> <li>• Compassion</li> <li>• Client-Centred.</li> </ul>               | <ul style="list-style-type: none"> <li>• Open to change</li> <li>• Engaging</li> <li>• Open communication style</li> </ul>   |