

APEX HOUSING ASSOCIATION

EMPLOYEE SPECIFICATION

POSITION: Scheme Manager

DATE COMPLETED: May 2024

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS		
RELEVANT EXPERIENCE	2 years experience working with the elderly in a care/support role Administrative experience. Computer Literacy and Proficient in Microsoft Office	2 years experience working with the elderly within a formal setting. Financial/administrative experience. Supervisory experience.
SPECIALIST KNOWLEDGE/ TRAINING		Training in the needs of the elderly Knowledge of Social Services system.
PERSONAL SKILLS	Good housekeeping skills. Communication skills. Ability to use personal initiative. Ability to relate to tenants and staff. Flexible approach Good organisational skills.	
DISPOSITION	Caring disposition. Motivated. Sociable personality.	
CIRCUMSTANCES	Flexible re hours required to work.	

Completed application forms must be returned to
Personnel Department, Apex Housing Association,
10 Butcher Street, L'Derry, BT48 6HL