

PERSON PROFILE:

Scheme Manager (Traditionally known as 'Matron' of Trinity Hospital)

The person appointed to this pivotal role in the close community of Trinity Hospital must be willing to reside on the premises in the accommodation known as 'Matron's Cottage' and will be able to demonstrate a broad variety of personal qualities, traits, skills and experience

PERSONALITY	Evidence
Values and behaviours	
Demonstrably open, honest and trustworthy, able to keep confidences and maintain confidentiality and a professional distance.	Application & Interview
Demonstrably warm, homely and positive disposition	Application & Interview
Ability to build, cultivate and maintain good working relationships that offer consistent and caring support to all residents.	Application & Interview
Ability to appreciate the other person's point of view and perspective whilst retaining objectivity and integrity.	Application & Interview
Demonstrably able to promote and support independent living.	Application & Interview
Able to make decisions and implement them appropriately.	Application & Interview
Ability to work collaboratively within the small Trinity Hospital staff team.	Application & Interview
Aware of personal strengths and limitations.	Application & Interview
Demonstrably sympathetic to the ethos of a Church of England based community with daily chapel services at its heart.	Application & Interview
Ability to respond appropriately to challenges and unexpected crises as they arise.	Application & Interview
Ability to relate sympathetically and cooperatively to the residents, their relatives, external agencies, maintenance operatives and visitors to Trinity Hospital.	Application & Interview

PERSONAL SITUATION	Evidence
Be willing to occupy the accommodation accompanying this post, which is a one-bedroomed property suitable for either a single person or a couple.	Application & Interview
Be willing to work flexible hours when required, for example on days when formal and informal events are planned, or in cases of emergency.	Interview
Be capable of undertaking the various duties and tasks associated with this post, which may include some lifting or physical activity.	Application & Interview

SPECIFIC JOB SKILLS	Evidence
A qualification or relevant life experience in health care, social care or pastoral care particularly with the older population.	Application, Interview & Certificate/Diploma
Demonstrable ability to inspire the residents' imagination and to identify ways of enhancing the community and its environment.	Application & Interview
A proven organiser, who is able to demonstrate relevant experience.	Application & Interview
A qualification in First Aid or willingness to undertake training.	Application, Interview & Certificate/Diploma
A qualification in food hygiene or willingness to undertake training.	Application, Interview & Certificate/Diploma

COMMUNICATION SKILLS	Evidence
Demonstrable ability in writing concisely and in basic numeracy.	Application & Interview
Demonstrate ability to be an empathetic listener and communicator, and to show a ready sense of humour.	Interview
Basic IT literacy is desirable but not essential. The post holder must demonstrate a willingness to undertake training as necessary so as to be able to use IT for record keeping and communication purposes.	Application, Interview & Certificate/Diploma

This person profile and the accompanying job description are an outline of the personal qualities and skills, and the tasks, responsibilities and outcomes, required of the role. The post holder should also be ready and willing to undertake any other reasonable tasks or activities as specified by the Bailiff.

The person profile and job description may be reviewed on an ongoing basis in accordance with the developing needs of Trinity Hospital.