

**APEX HOUSING ASSOCIATION**

**EMPLOYEE SPECIFICATION**

**POSITION:** Scheme Manager

**DATE COMPLETED:** May 2025

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS</b>		
<b>RELEVANT EXPERIENCE</b>	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.
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>		Training in the needs of the elderly  Knowledge of Social Services system.
<b>PERSONAL SKILLS</b>	Good housekeeping skills. Communication skills. Ability to use personal initiative. Ability to relate to tenants and staff. Flexible approach Good organisational skills.	
<b>DISPOSITION</b>	Caring disposition. Motivated. Sociable personality.	
<b>CIRCUMSTANCES</b>	Flexible re hours required to work. Peripatetic role – the employee may be required to work across several sheltered schemes as necessary	

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