

## Person Specification: Centre Manager

The successful candidate will be able to demonstrate the following skills, experience and knowledge. You should ensure that you refer to these in your application.

How demonstrated: A – Application form		I – Interview
	Essential	Desirable
<b>Qualifications</b> A	<ul style="list-style-type: none"> <li>NVQ level 3 or equivalent</li> <li>Computer literate with a sound working of Microsoft office and social media</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in leadership and management</li> <li>AAT or equivalent qualification</li> </ul>
<b>Knowledge</b> A/I	<p><b>You will be able to provide evidence that you have:</b></p> <ul style="list-style-type: none"> <li>Knowledge of the legal requirements of Health and Safety legislation</li> <li>An understanding of Community or voluntary sector engagement</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the delivery of services</li> <li>Experience in the use of SAGE or comparable software</li> <li>Knowledge of the legal requirements for Charities</li> </ul>
<b>Skills</b> A/I	<p><b>You will be able to:</b></p> <ul style="list-style-type: none"> <li>Demonstrate good administrative skills</li> <li>Work to deadlines, completing work to a high standard</li> <li>Demonstrate good interpersonal and customer communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate skills in marketing and promotion</li> <li>Communicate to a variety of stakeholders (internal colleagues, residents, external partners, trustees)</li> </ul>
<b>Experience</b> A/I	<p><b>You will be able to demonstrate that you have experience of:</b></p> <ul style="list-style-type: none"> <li>Working in a community Centre</li> <li>Delivering excellent customer service within a community structure</li> <li>Supervising Staff and or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Working with a variety of different organisations</li> <li>Preparing financial reports</li> </ul>
<b>Personal</b> I	<p><b>You should:</b></p> <ul style="list-style-type: none"> <li>Be willing to be flexible and work as part of a team</li> <li>Have excellent interpersonal and communication skills</li> <li>Have a determination to make a difference a 'can do attitude'</li> <li>Have a clear understanding of equality and diversity</li> <li>An ability to remain calm and diffuse difficult situations.</li> </ul>	