

HEALTH FOR ALL

TENANTS HALL CENTRE MANAGER PERSON SPECIFICATION

	Essential	Desirable	Shown by
Qualification	<ul style="list-style-type: none"> • Educated to A-level or equivalent 	<ul style="list-style-type: none"> • Educated to degree level or other appropriate qualification 	Application Form / Interview
Ability	<ul style="list-style-type: none"> • Ability to demonstrate experience in developing and managing a centre. • The ability to develop and maintain positive working relationships and rapport with internal and external customers. • The ability to set up and maintain office filing systems, record keeping and controls. • The ability to understand financial monitoring and budget information. • Ability to work well in a team. • Ability to work on own initiative with minimal supervision, and prioritise own workload. • Ability to maintain confidentiality • The ability to use social media to promote the centre. • The ability to work flexibly to meet the demands of the role. • The ability to act as a key holder for the centre. 	<ul style="list-style-type: none"> • Ability to drive 	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview

Skills	<ul style="list-style-type: none"> • Excellent staff management skills • Good organisational skills • Excellent communication, interpersonal and literacy skills • Proven skills in a variety of Microsoft office packages eg. word, excel, outlook. • Excellent customer service skills. 		<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of effective staff management. • Knowledge and a strong commitment to community-based services. • Knowledge of covid safe working practices. • Knowledge of Health & Safety requirements for a centre 	<ul style="list-style-type: none"> • Knowledge of voluntary sector 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Experience	<ul style="list-style-type: none"> • Experience in managing a building. • Experience of carrying out risk assessments for centres. • Experience of promoting and marketing a centre using various media channels. • Proven experience of staff management. • Experience of managing a budget and monitoring spend. • Experience of managing a space open to the public. 	<ul style="list-style-type: none"> • Knowledge and experience of working in the voluntary sector • Experience of working with community-based organisations 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

Attitudes and Personal Attributes	<ul style="list-style-type: none"> • Supportive and non-judgemental approach • Commitment to working in ways which challenge discrimination • A passion for working with and celebrating diversity • Self-starter, enthusiastic and motivated to develop new approaches. • A professional attitude and approach to the management of the Centre. • Friendly and welcoming to all. 		<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
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