

Person Specification: centre manager

Education

A very good standard of general education with excellent literacy and numeric skills.

Essential skills and abilities

1. Experience of property management.
2. Experience of running a small business or significant project.
3. Experience of implementing health and safety policies
4. Excellent communication skills.
5. IT experience – able to use MS Windows 98 or XP, Word, Access and Excel software.
6. An ability to handle difficult situations with sensitivity.
7. An excellent ability to prioritise work and plan ahead.
8. A good ability to write in a clear and concise manner.
9. An ability to work in a flexible manner.
10. A proven ability to work independently and with little supervision.
11. An understanding and commitment to equal opportunities.
12. A willingness to undertake training as required.
13. A willingness and ability to undertake physical work, such as cleaning and moving furniture.
14. Be able to follow both written and verbal instructions.

Desirable experience, skills and abilities

1. Experience of financial administration.
2. Experience of leading a team.
3. Experience of buildings construction.
4. Experience of working with volunteers.
5. A willingness to contribute towards meetings.
6. A commitment to civic society.
7. Ability to speak an Asian language.
8. Knowledge of the Birmingham, Moseley or Sparkhill neighbourhoods.
9. Clean and current driving licence.
10. Emergency First Aid skills.