



## PERSON SPECIFICATION – Centre Manager

**Location:** Alton–Staffordshire

<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Qualifications</b>	
Educated to Degree standard  Human Resources Qualification or 5 years' experience  IOSH or NEBOSH	Member of CIPD  Safeguarding training
<b>Experience</b>	
Significant experience in recruiting and managing staff  Substantial experience of managing buildings and compliance  Experience of line-managing staff  HR Management experience  Preparing Reports	Fundraising  Supporting or running fundraising events e.g. Summer Fete or Garden Party  Payroll experience  Supporting Innovative service development
<b>Skills, Knowledge and abilities</b>	
Financial Literacy  Knowledge and competence using accounting or HR systems software  Competent IT skills –MS Office or equivalent  Ability to work on own initiative as well as working well in teams  Analytical and strategic skills	Knowledge of Salesforce or a CRM system  Knowledge of legislation on Health and Safety  Communicate effectively with teams  Experience of Managing and working with volunteers  Knowledge of educational work or youth work with young people



Ability to communicate effectively both verbally and written  Motivational skills	Adventure activities
<b>Personal Qualities</b>	
Interpersonal skills Tactful and diplomatic Self-starter Persistence Flexibility Resilient	Innovative Good humoured
<b>Special Factors</b>	
Some weekend and evening work. Commitment to working within a Catholic ethos. Commitment to enabling child-centred services	