

GENERAL MANAGER PERSON SPECIFICATION

ESSENTIAL	Determined Through		DESIRABLE	Determined Through	
	Application	Interview		Application	Interview
<u>Experience</u>					
Minimum 2yrs experience in a Senior Management role.	Y	Y	Experience working with a Board of Trustees or Directors.	Y	Y
Ability to develop and motivate individuals and volunteers.	Y	Y	Experience of recruiting and working with volunteers.	Y	Y
Experience of fund raising.	Y	Y			
<u>Qualifications</u>					
Possession of a Management qualification or equivalent (NVQ L7).	Y	Y	Working knowledge of General Data Protection Regulations.	Y	Y
Health & Safety in the Workplace	Y		Experience of using social media for networking and other media sites.	Y	Y
<u>Skills/Knowledge</u>					
Excellent verbal, written and presentation skills.	Y	Y	Suitable Degree or equivalent.	Y	
Ability to develop / maintain Policies and Procedures.	Y	Y	First Aid at Work	Y	
Good knowledge of Health and Safety and Fire regulations with the ability to identify potential risks.	Y	Y			
Excellent planning and administration skills	Y	Y			
Excellent IT knowledge in MS Word, Excel and Outlook.	Y	Y			
Ability to set and manage own priorities, work independently and act on own initiative whilst relating to other people on key issues.	Y	Y			

Must be able to drive, have access to a car and be prepared to travel for business purposes.	Y	Y			
<u>Personal Qualities</u>					
Ability to “think outside the box” and be proactive		Y			
Ambitious, innovative, self-motivated and target driven. Trustworthy, patient and a good relationship builder.	Y	Y			
Enjoys working as part of a team.	Y	Y			