

Grange-over-Sands Town Council

Person Specification: Hall and Services Manager

Main attributes:

- Excellent communication skills and highly motivated to work with the Community.
- Friendly, enthusiastic and well-organised, able to work on own initiative.
- Self-motivated with practical common sense and ability.
- Able to respond effectively to changing circumstances.
- Able to work, as part of a small team, with a minimum level of supervision to deliver great services.
- Have a positive attitude to learning and a willingness to seek and accept responsibility.

Competency	Highly Desirable	Desirable
<p>Education, Professional qualifications and training</p>	<p>Minimum 5 GCSE's or NVQ or other equivalent including Maths and English</p> <p>Good administration skills</p> <p>Good level of numeracy and commercial acumen</p> <p>Competent in MS Word and MS Excel and in using online systems</p>	
<p>Abilities: Practical and Intellectual skills</p>	<p>Excellent organisational skills</p> <p>Excellent communication skills, able to communicate effectively in writing and verbally with people at all levels</p> <p>Ability to work effectively on your own and as part of a team</p> <p>Ability to manage buildings and services and take responsibility</p> <p>Able to comprehend and implement statutory requirements for health and safety</p> <p>Ability to complete manual tasks such as moving chairs and putting flag up</p>	<p>Experience of working with the public in a customer-orientated environment</p> <p>Building management skills and experience</p> <p>Experience working with community groups</p> <p>Staff supervision skills</p> <p>Experience in project and contract management</p> <p>Managing website content/social media</p> <p>An understanding of the challenges of working in the public sector</p>

Competency	Highly Desirable	Desirable
<p>Key Qualities</p>	<p>Ability to work under pressure and complete within deadlines</p> <p>Ability to prioritise work</p> <p>Willingness to undertake training</p> <p>Flexible and committed to the delivery of the Council's services and to serving the electorate</p>	
<p>Personal Attributes</p>	<p>Conscientious and aware of importance of consistently paying attention to detail</p> <p>Self-motivated, able to work alone on own initiative and as effective team player</p> <p>Have a flexible, resourceful and responsible approach to work</p> <p>Be an excellent communicator, with strong interpersonal skills</p> <p>Willing to be flexible both in terms of working hours and also in terms of approach to work</p> <p>Able to respect, enforce and maintain confidentiality</p>	<p>Committed to personal development</p>