



Person Specification

Post of: Friends of Flaxmill Maltings Manager

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below.

Qualifications

Essential:

A degree or equivalent in an appropriate subject and/or relevant experience and proven track record.

Desirable:

Project management qualification and/or relevant experience.

Work Experience and Vocational Training

Essential:

- Appreciation of business practices and evidence of commercial acumen while working to agreed targets.
- Proven track record of multi agency partnership working.
- Experience of commissioning and managing contracts and consultants.
- Experience of developing commercially viable and sustainable business plans.

Desirable:

- Experience of working with volunteers.
- Experience of working within the heritage sector.
- Experience of developing, managing and delivering projects.
- Experience of successfully bidding for external funding.
- Experience of working in trusts and growing their capacity.
- Experience of finance and budgetary control.

Other relevant experience and/or interests

Essential:

- First class communication skills and the ability to work sensitively with a broad range of stakeholders.
- Capable of presenting, both written and oral, on complex subject matters and to a range of audiences.
- Ability to consult with voluntary and community groups and with local people.
- Skilled in the use of the Microsoft Office suite of applications, in particular word and excel.

Desirable:

- Knowledge of data bases.
- Knowledge of different funding streams.
- Knowledge of marketing, website development, media and human resource management.

Specialist Knowledge

Essential:

- Experience of budget planning, management and processes involved in evidencing external funding expenditure.

Desirable:

- A good working knowledge of:
 - Relevant funding agencies and opportunities
 - Other sources of external funding.
 - Historic building conservation and restoration.
- Understanding health and safety requirements and of processes in undertaking risk assessment

Job related personal skills

Essential:

- Ability to meet deadlines.
- An aptitude to work with a high level of motivation, positive problem-solving approach and focus on quality.
- Highly developed partnership working skills, an ability to find common ground among partners and to challenge where appropriate.
- Strong interpersonal skills and ability to deal sensitively and professionally with a broad range of people at a range of levels in their organisation.
- Ability to adopt a team approach to work.
- Responsible and flexible attitude to work

Special working conditions

Essential:

- The post holder must have access to suitable means of transport as required for official duties and must maintain a full current driving licence. Alternative arrangements will be discussed with candidates with a disability.
- The ability to undertake occasional evening work and weekends as required.
