



**Wadebridge Town Council**

**Person Specification – AMENITIES MANAGER (SCP 17-22)**

Attributes	Essential	Desirable
<b>Educational Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuing professional development.</li> <li>• 5 GCSE's Grade A-C including two of English, Maths and Science or NVQ to minimum Level 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate management, administration or professional qualification.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to provide leadership to enable, motivate and develop staff.</li> <li>• Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</li> <li>• Evidence of ability to organise and manage resources effectively.</li> <li>• A track record of evidence-based achievement in a comparable work environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation</li> <li>• Experience of supervising and effectively coordinating an outdoor workforce.</li> <li>• Previous public service experience.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies.</li> <li>• Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</li> <li>• Demonstrate ability to build relationships with partner organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PR and handling media enquiries.</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Experience and practical ICT skills including Windows, Word, Excel and the Internet.</li> </ul>	
<b>Meetings &amp; Administration</b>	<ul style="list-style-type: none"> <li>• Practical experience of committees and report writing.</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge of the law as it affects Local Councils.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of budget management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of bidding for external funds.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to fully grasp the full implications of all financial decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret and implement complex financial regulations.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Willingness to work out of office hours in order to attend Council meetings and Council business.</li> <li>• Ability to operate with complete impartiality in a political environment.</li> <li>• Full driving licence and use of own vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work certificate.</li> <li>• Good knowledge of HASAW and related legislation.</li> </ul>