

WINSFORD YOUTH AND COMMUNITY FORUM

PERSON SPECIFICATION FORM

Please note the closing date for all applications will be 15th March 2020

Post: Community Business Manager			
NEW IMAGES NIXON DRIVE			
Requirements	Essential	Desirable	Assessment Process:
Educational attainment	5 GCSEs or equivalent at Grade As including English Language and Mathematics or equivalent	To include Business Youth Work, Social Work or other relevant qualifications	App Form
Knowledge Required		Knowledge of Community Development Work, Business and Financial Management, Staff Management	App Form Interview Presentation
Experience Required	Working with Community Groups Working within Community Buildings		Interview Presentation
General Intelligence	Ability to communicate at all levels		Interview
Skills and aptitudes required	Ability to extract salient points from written or oral statements. Ability to write clear and concise English	Knowledge of Microsoft Word and Excel. Knowledge of Social Media (Facebook etc)	Presentation App Form
Interests		Interests in Community affairs	App Form Interview
Personal qualities required	Reliability, discretion, diplomatic manner and impartiality of judgement	Should not be easily frustrated when unable to exert personal influence	Interview
Circumstances	Current driving licence	Car owner. Able to attend some meetings (out of normal hours)	App Form Interview