

## COMMUNITY HUB TEAM LEADER – PERSON SPECIFICATION

	Essential	Desirable
<b>1. Educational Qualifications</b>	<p>Education to GCSE level or equivalent including English and Mathematics.</p> <p>ECDL or similar relevant IT qualification.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>NVQ Business Administration level 3.</p>
<b>2. Work Experience</b>	<p>Ability to use IT packages such as Microsoft Outlook, Excel and Word.</p> <p>Experience of successfully managing, motivating and developing team members.</p> <p>Ability to problem solve.</p> <p>Flexible and adaptable.</p> <p>Demonstrate financial awareness relevant to the job.</p>	<p>Knowledge and experience of staff rotas.</p> <p>Budget responsibility and management.</p>
<b>3. Skills</b>	<p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours.</p> <p>Excellent communication and interpersonal skills.</p> <p>Self-motivated and drive.</p> <p>Excellent organisational skills.</p>	

	<p>The ability to lead a team through change, to acknowledge the different ideas, perspectives and background of others.</p> <p>The ability to plan and organise your work and manage your time effectively.</p>	
<b>4. Other</b>	<p>You understand the principles of the Data Protection, Freedom of Information, Health &amp; Safety in the workplace and Equality and Diversity Acts.</p> <p>Driving licence and vehicle.</p>	
<ul style="list-style-type: none"> <li>• This position is subject to a Disclosure Barring Service check.</li> </ul>		