



PERSON SPECIFICATION: Manager

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills & Experience:	<ul style="list-style-type: none"> • Has had senior responsibility for operational, strategic and financial management • Had had a similar post in the arts, business or voluntary sector • Has developed projects and/or financial systems and had responsibility for budget and cash-flow monitoring • Has overseen staff management and training programmes • Has created and monitored policies and procedures for a similar organisation • Working knowledge of company, employment and charity legislation • Understanding & Knowledge of Art, Craft & Creative Play • Experience and Management of Social Media, IT and communications systems • Health & Safety and Safeguarding Experience 	<ul style="list-style-type: none"> • Experience of generating income through multiple streams • Trustee/Board/Committee experience/ management (voluntary or professional) • Project-management experience • Experience of Facilitating creative art and play activities with children/young people • Has working knowledge of Sage Line 50 • Has lead on marketing strategies • Experience of managing volunteers • Experience of building management
Attitude:	<ul style="list-style-type: none"> • Energetic, efficient, resourceful and flexible • Good leadership skills – being both positive and diplomatic • Ability to work under pressure / to deadlines • Organised and Pro-Active • Acts as an advocate and represents ScrapStore’s work and values 	<ul style="list-style-type: none"> • Interest in education or the arts • Interest in recycling / environmental issues
Practical Skills:	<ul style="list-style-type: none"> • High level of literacy and numeracy • Ability to work independently and as part of a team • Ability to support other ScrapStore staff in their roles 	<ul style="list-style-type: none"> • Clean driving licence
Other attributes:	<ul style="list-style-type: none"> • Willing to work occasional evenings and regular weekends • Attend additional events as required 	

NB: Appointment is dependent on an Enhanced Disclosure with the Disclosure and Barring Service