

## Centre Manager Bradwell Person Specification

Attributes	Essential	Desirable
<b>Faith</b>	<p>Demonstrate regular participation in a Christian faith community</p> <p>Able to work in an ecumenical setting</p> <p>Actively support the principles of “Inclusive Church”</p>	
<b>Skills &amp; Experience</b>	<p>Team leadership Staff recruitment &amp; management</p> <p>Budgeting, and control of spending</p> <p>Ability to work according to policies and procedures, especially H&amp;S, safeguarding and financial control</p> <p>Able to represent The Community to outside organisations</p>	<p>Experience of working in hospitality or a residential setting</p>
<b>Personal skills</b>	<p>Resourceful, able to resolve problems as they arise</p> <p>Practical, able to turn your hand to varied tasks- cooking, cleaning, gardening, first aid, simple maintenance etc</p> <p>Resilient both physically and mentally</p> <p>Considerable personal flexibility Able to cope with the rigours of living and working on site with a small group of people in modest accommodation, in a moderately remote setting</p> <p>A resource finder, able to ask for and accept help from diverse sources for self and the running of the centre</p> <p>Able to maintain healthy personal boundaries Good self care</p>	

<p><b>Practical skills</b></p>	<p>Clear verbal and written communication Able to communicate by email</p> <p>Able to use and manipulate simple databases and spreadsheets</p> <p>Familiar with other modern means of communication.</p> <p>Able to oversee the kitchen, food ordering, stock and budget control.</p> <p>Clean driving licence</p> <p>Willingness to learn new skills eg. First aid, food hygiene.</p>	<p>Able to cook for up to 60 people</p> <p>Able to cook simple nutritious homely food</p>
<p><b>Chapel Worship</b></p>	<p>Welcoming to people of all faiths and none</p> <p>Able to lead simple Chapel worship</p>	
	<p>The patience to train and work with volunteers</p> <p>Able to engage with a wide range of people in a warm and friendly manner</p>	