

Centre Manager Bradwell Person Specification

Attributes	Essential	Desirable
Faith	Demonstrate regular participation in a Christian faith community Able to work in an ecumenical setting Welcoming to people of all faiths and none Able to lead simple Chapel worship Actively support the principles of “Inclusive Church”	
Skills & Experience	Team leadership Staff recruitment & management Budgeting, and control of spending Ability to work according to policies and procedures, especially H&S, safeguarding and financial control Able to represent The Community to outside organisations	Experience of working in hospitality or a residential setting
Personal skills	Resourceful, able to resolve problems as they arise Practical, able to turn your hand to varied tasks- cooking, cleaning, gardening, first aid, simple maintenance etc Resilient both physically and mentally The patience to train and work with volunteers Able to engage with a wide range of people in a warm and friendly manner Considerable personal flexibility	

	<p>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</p> <p>Good self care</p>	
Practical skills	<p>Clear verbal and written communication</p> <p>Able to communicate by email</p> <p>Familiar with other modern means of communication.</p> <p>Able to oversee the kitchen, food ordering, stock and budget control.</p> <p>Able to use and manipulate simple databases and spreadsheets</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>