|  |  |  |  |
| --- | --- | --- | --- |
| **Havering Shopmobility**  **Manager Person Specification** | | |  |
|  | **Attribute** | **Standard** | **Essential/**  **Preferable** |
| Education & Training | | |  |
| 1 | Educational attainment | Good basic education.  Further learning. | E |
| 2 | Business and management skills | Relevant studies & achievements | P |
| Experience | | |  |
| 3 | Engagement with voluntary sector and/or disability | Understanding of the needs of people with disability / mobility limitations and able to act and react accordingly | P |
| 4 | Engaged in a supervisory or management role | Understanding issues of managing staff, services, resources and finances.  Able to manage budgets, financial reports and accounts etc | E |
| Knowledge, Skills & Attributes | | |  |
| 5 | High level communication skills | Excellent communicator orally and in writing in English | E |
| 6 | Practical | Having a problem-solving approach, flexible and adaptable. | E |
| 7 | Commitment | Able to do whatever it takes to deliver services | E |
| Competencies | | |  |
| 8 | Managing systems | Good organisational skills.  Able to use & develop MS apps and knowledge of IT systems | E |
| 9 | Managing people | Leadership qualities. Able to command respect and motivate. | E |
| 10 | Managing relationships | Able to represent the organisation and network | E |
| Other Criteria | | |  |
| 11 | Not barred | Not have been bankrupt, disqualified, no relevant criminal offences. | E |
| 12 | Conflict of Interest | Able to manage any likely conflicts of interest or conflicts of loyalty. | E |

Mj/m/person spec. 290517