

# Person specification



**Job Title: Reach Centre Manager**

|                           | Requirements                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                  |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | Essential                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                        |
| <b>Skills</b>             | <p>Excellent communicator</p> <p>A sound knowledge of Health and Safety legislation</p> <p>Can demonstrate competence in the use of IT packages such as Microsoft Word, Excel and Outlook etc</p>                                                                               | <p>Ability to use Microsoft Excel</p> <p>Ability to produce Risk assessments and/or COSHH assessments</p>                                                                                                                        |
| <b>Experience</b>         | <p>Managing a Team of staff or volunteers</p> <p>Working as part of a successful team</p> <p>Working with external agencies/organisations</p> <p>Knowledge and understanding of work within Adult Social Care</p>                                                               | <p>Some horticultural knowledge would be advantageous</p> <p>Knowledge and understanding of work with People with Learning Disabilities</p> <p>Teaching or group leadership</p> <p>Knowledge of finance and running a budget</p> |
| <b>Personal Qualities</b> | <p>Confident</p> <p>Innovative</p> <p>Good Timekeeper</p> <p>Reliable and Consistent</p> <p>High Integrity</p> <p>Trustworthy</p> <p>Sensitive, Empathetic</p> <p>Able to work on own initiative</p> <p>Ability to remain calm in a stressful situation</p>                     | <p>Practical nature</p> <p>Creative thinker</p>                                                                                                                                                                                  |
| <b>Other</b>              | <p>Prepared to be flexible and adaptable in the way you work</p> <p>Enthusiastic and Positive in your outlook. Motivational. A 'can do' attitude</p> <p>Have a real interest in working with people with disabilities</p> <p>Have a full driving licence and use of own car</p> | <p>Experience of working within the voluntary sector</p>                                                                                                                                                                         |