

Activity centre manager – Person specification

Criteria	Essential or desirable
Education	
Good standard of literacy and numeracy	Essential
Experience	
Supervising people including volunteers	Essential
Working in a customer facing role	Essential
Working with young people	Essential
Running outdoor activities	Desirable
Building maintenance	Essential
Knowledge of current health and safety legislation and guidelines as they apply to an activity centre	Essential
Skills	
Managing budgets and handling cash	Essential
Computer literate, familiar with Microsoft Office products	Essential
Problem solving	Essential
Attention to detail	Essential
Ability to multi-task	Essential
First aid at work or equivalent & Girlguiding first response	Essential
Personal characteristics	
Commitment to Girlguiding UK's aims, values and purposes	Essential
Ability to work with volunteers/ understanding of the motivation of volunteers and how to ensure they get the best volunteering experience	Essential
Initiative, confidence and drive	Essential
Flexible approach	Essential
Broad overall knowledge of Girlguiding	Desirable
Committed to achieving a high level of satisfaction	Essential
Good leadership skills	Desirable
Able to understand and balance the needs of different groups	Essential
Physically fit and capable of working across the entire site and facilities	Desirable
Hands on approach to getting a job done	Essential
Other	
Ability to undergo an enhanced DBS check	Essential
A full clean driving licence	Essential
Willingness to live on site	Essential