**Activity Centre Manager – Person Specification**

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| **Criteria** | **Essential or Desirable** |
| **Education** |  |
| Good standard of literacy and numeracy | Essential |
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| **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 |
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| **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 |
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| **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 |

October 2022