**Parish Council Community Hall Manager**

|  |  |  |
| --- | --- | --- |
| **Attributes**  | **Essential**  | **Desirable**  |
| Education & Qualifications  | * Good Standard of Literacy and numeracy
 | * Full valid driving license
* GCSE or equivalent in Maths and English
* DBS Certificate
* Knowledge of Health and Safety and First Aid
 |
| Experience  | * Working with the public
* Managing /maintaining buildings, open spaces, parks, and other community assets.
* Obtaining quotes and contracting for building works
* Strong working relationships with colleagues, external organisations, and partners and managing networks with contractors and other stakeholders.
* Managing Health and Safety and being responsible for the safe working practices of others
 | * Working in a public sector environment
* Buildings maintenance experience
* Machinery
* Manual Handling
* Alarm systems/emergency
* Involvement in building projects
 |
| Skills and Abilities  | * Relate well to adults and children
* Good organisational and analytical skills
* Competence in a range of IT applications e.g Microsoft Word, Excel
* Work as an individual and as part of a team, meeting deadlines and organizing appropriate work schedules
* Usage of equipment as a facilities Manager
* Good working knowledge of technical aspects of the maintenance and management of a building.
* Evidence of the ability to build good external and internal working relationships and work in partnership
* Good working knowledge of Health and Safety legislations
 |  |
| Personal qualities  | * High standard of personal presentation
* Able to work under pressure and in an emergency
* Strong advocate of equality, diversity, dignity and respect
* Strong commitment to high performance and results
* Commitment to continual professional development
* Tolerant, diplomatic, positive and flexible attitude with a sense of humour.
* Open to innovative and creative ways of working
 | * Ability to generate ideas and anticipate future maintenance/security issues and solutions
* An interest in improving the Parish Councils facilities.
 |
| General  | * Physically fit to meet the demands of the job
* Working outside in all weathers
* Adaptable and reliable
 | * Knowledge of the functions and role of local councils
 |