**Parish Council Community Hall Manager**

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| **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 |