The Welcome Centre
food bank and more...

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Where tested
1	Previous experience of managing staff	Previous experience of managing volunteers	Application form Interview
2	Significant experience in working with vulnerable people in an advice or support setting	Qualification in social work or other relevant discipline	Application form Interview
3	Excellent interpersonal skills including sensitivity, empathy, and the ability to influence and motivate people	Evidence of successfully using interpersonal skills in several different settings.	Application form Interview
4	Excellent written communication skills and the ability to tailor content to specific audiences	Experience of creating written resources for professionals and/ or vulnerable individuals	Application form Test
5	Experience in setting up, maintaining, and reviewing operational procedures and record keeping systems	Experience in budget management	Application form Interview
6	Experience of partnership working with a wide range of professional agencies	Experience of working with local authority/ public sector partners	Application form Interview
7	Ability to solve problems creatively, and at a strategic level	Evidence of creative problem solving in previous roles	Application form Interview
8	Ability to work effectively and meet targets in a fast paced, responsive, and often challenging environment	Proven track record of meeting targets in a pressured environment	Application form Interview
9	Capable and confident using IT and working electronically.	Ability to learn and master new software quickly and independently.	Application form Test
10	Strong empathy with the aims and objectives of The Welcome Centre and a commitment to meeting the needs of vulnerable individuals and groups.	Knowledge of food poverty and previous experience of working or volunteering in the charitable sector.	Application form Interview