

## PERSON SPECIFICATION

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Where tested</b>
1	Proven organisational and administrative experience, including planning, scheduling, and delegating work.	Successful experience in more than one setting	Application form Interview
2	Experience of successfully supervising and leading others	Prior experience developing and delivering training	Application form Interview
3	Excellent interpersonal skills including sensitivity, good listening skills, and the ability to influence and motivate people	Evidence of successfully using interpersonal skills in several different settings.	Application form Interview
4	Ability to work effectively and meet targets in a fast paced, often challenging environment	Proven track record of meeting targets in a pressured environment	Application form Interview
5	Capable and confident using IT and working electronically.	Ability to learn and master new software independently.	Application form Test
6	Ordered approach to work and an ability and willingness to follow agreed procedures.	Experience of developing procedures for service needs.	Application form Interview
7	Ability and willingness to take on additional areas of responsibility.	Existing training in any of the following: food hygiene, health and safety, first aid, safeguarding	Application form Interview
8	Ability to work within financial budgets.	Previous experience of budget management	Application form
9	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
10	Willingness to be flexible and contribute to work wherever necessary in The Welcome Centre	Evidence of a flexible and adaptable approach as part of a team.	Interview