Person Specification

Foodbank and Bounty Club Site Manager The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting for this post. The right candidate will meet the majority of these, and where they do not, will be expected to develop them whilst working for MRCT.

REQUIREMENTS

	EDUCATION AND EXPERIENCE	**A/I/T**
E1	Experience of working with or caring for people in need or crisis relating to low income, and from diverse backgrounds.	A & I
E2	Experience of organising a team to deliver a well-defined set of tasks.	A & I
E3	Experience of collaboration with agencies in order to achieve shared goals.	A & I
E4	Experience of achieving success through partnerships, influence and diplomacy.	A & I
E5	Experience of working alongside people from diverse backgrounds and those with complex needs.	A & I
E6	Experience of organising and motivating volunteers.	A & I
E7	Experience of stock monitoring and data input.	A & I
E8	Experience of customer relations and managing difficult clients.	A & I
E9	An understanding of health and safety, environmental health, or willingness to train accordingly.	A
	KNOWLEDGE, SKILLS AND ABILITY	
K1	Ability to adhere to best practice in volunteer management, creating a supportive work environment for all who become involved at the centre.	A & I
K2	Good understanding of the contributory factors and challenges faced by those in poverty.	A & I
K3	Good understanding of the Christian faith and how it contributes to the aspirations and ethos of the Foodbank and Bounty Club.	A & I
A1	Ability to work collaboratively alongside other staff in non-hierarchical project teams with openness and flexibility.	A & I
A2	Ability to remain cool in pressured situations, able to stand their own ground whilst showing consideration and respect to all stakeholders.	A & I
A3	Ability to monitor and forecast stock needs, ensuring that there is adequate provision for clients on a daily basis.	A & I
A4	Sound judgement in assessing the best response to support clients arriving without referrals, ensuring that their needs are assessed alongside maintaining a well-functioning service for all those in the centre.	A & I
S1	A capacity to relate flexibly and empathically with clients from a wide range of backgrounds, offering a generous and accepting welcome.	A & I

S2	Basic skills with digital technology to input data and monitor referrals at pace.	A & I
S3	Ability to develop productive relationships with a wide range of diverse agencies and stakeholders who support our clients and to perceptively signpost to their services.	A & I
S4	Good communication skills across diverse audiences	A & I
S5	A good team player and collaborator, capable of participating as a peer in the MRCT team who manage various aspects of our food provision – bringing intelligence from the experience of our users to help shape our provision and responses to poverty in the town.	A & I
Assessment tools: A = application I = interview T = test		