

TORPOINT TOWN COUNCIL

PERSON SPECIFICATION

COMMUNITY HUB AND LIBRARY DEVELOPMENT MANAGER		
Sp. pt. 16-23		
	Essential	Preferred
1. Educational qualifications	Good general education: At least NVQ level 3 (A level or equivalent)	A recognised and relevant level 4 (or above) qualification
2. Work Experience	Health and Safety Experience Recent and relevant office knowledge, based in an ICT and customer service role Experience of working with or within the community and voluntary sectors Experience of managing staff	Previous local government experience Library experience Café experience
3. Skills and aptitude	Good analytical skills Good organisational skills Able to produce reports on financial and other subjects Ability to secure external funding and investment. Good team player and commitment to CPD Knowledge of Data Protection (GDPR)	Understanding of the legal framework in which the Town Council operates. Willingness to undertake mandatory training and to act as the Council's representative. Ability to manage social media and knowledge of effective communications.
4. Motivation	Able to establish and maintain good relationships with Councillors, staff, other stakeholders and the public. Self-reliant, resilient and self-motivated.	
5. Other	Able to attend evening meetings and demonstrate flexibility as required.	Driving licence, and willingness to travel