

	Mountsorrel Parish Council	
	Manager Memorial Centre	
	Person Specification	
Requirements	Essential or Desirable	Assessed by
Qualifications		
Degree level or equivalent standard of education	D	Application form
General management or relevant hospitality based qualification together with membership of a professional organisation	D	Application form
Experience		
Senior management level experience in facility management	E	Application form, interview
Managing comparable budgets and resources	E	Application form, interview
A clear vision for service delivery and strategic development of a service	E	Application form, interview
A clear understanding of performance indicators and the need to monitor business performance	E	Application form, interview
Proven track record of operational management in a public service entertainment/ catering environment or similar	E	Application form, interview
Significant experience of managing finite resources with ability to prioritise to meet conflicting business needs	E	Application form, interview
Evidence of significant income generation from non-standard sources	D	Application form, interview
Knowledge and Skills		
Ability to demonstrate an understanding of the issues and challenges facing local government in particular the post pandemic environment	E	Application form, interview
Ability to produce and assimilate accounting and management information	E	Application form, interview

Excellent communication skills, including face to face, written reports and presentations.	E	Interview
Evidence of successful marketing and promotional achievements	E	Application form, interview
Ability to lead and motivate a staff team	E	Application form, interview
Ability to manage and diffuse conflict situations, which could include customers, staff and contractors	E	Application form, interview
Demonstrate clarity of thinking and balanced decision making	E	Application form, interview
Personal		
Drive, enthusiasm and a commitment to customer service and local government	E	Application form, interview, references
Able to inspire and set high standards of performance	E	Application form, interview, references
Approachable, calm under pressure and able to lead with integrity	E	Application form, interview, references
Balanced approach with ability to show empathy with different sectors of the community	E	Application form, interview, references

