Peebles and District CAB Manager: **Person Specification**

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| 1. **MANAGER**
 | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | * Good standard of general education
 | * Management qualification
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| EXPERIENCE | * Proven managerial experience in staff recruitment, training and supervision
* Experience in financial/budget control and fundraising
* Experience in staff appraisal and development
* Good understanding of office technology and the role of effective IT systems
* Experience of working in partnership with other agencies
 | * Experience of advice work in the voluntary sector
* Experience of working with volunteers
* An understanding of quality standards
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| SKILLS AND ATTRIBUTES | * Excellent written and oral communication skills
* Good planning and organisational skills
* Able to work to a budget
* Ability to work under pressure and with a high degree of autonomy
* Ability to manage change
 | * Statistical analysis skills
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| VALUES AND ATTITUDES | * Ability to work as part of a diverse team
* Commitment to equality and diversity within the working environment and the wider community
 | * An understanding of the aims, principles and policies of the CAB service
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| KNOWLEDGE | * Knowledge of the role of the voluntary sector within communities
* Knowledge of the current and evolving welfare reform and advice sector landscape
 | * Understanding of local authority structures
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| OTHER | * Ability and willingness to travel across the Scottish Borders area when required
 | * Experience of press and media
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