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

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| 1. **MANAGER** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | * Good standard of general education | * Management qualification |
| 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 |
| 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 |
| 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 |
| 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 |
| OTHER | * Ability and willingness to travel across the Scottish Borders area when required | * Experience of press and media |