

# TORPOINT TOWN COUNCIL

## PERSON SPECIFICATION

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