**LLANELLI RURAL COUNCIL**

**PERSON SPECIFICATION**

**POST:** Community Buildings Manager

**LOCATION:** Canolfan Llwynhendy

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF  ASSESSMENT** |
| **EDUCATION / QUALIFICATIONS** |  | | |
| Educated to Level 3 (e.g., A-Level, BTEC) or equivalent experience in community management, business administration, or a  related field. | Y |  | Application /  Interview |
| First Aid and Health & Safety (e.g., IOSH or NEBOSH) certification. |  | Y | Application /  Interview |
| **EXPERIENCE** |  | | |
| Proven experience managing a public-facing building or community facility. Experience in customer service and stakeholder engagement. Experience in promotional and marketing work, including use of social media. Coordinating contractors and service providers.  Experience in coordinating volunteers.  Budget management and financial reporting. | Y |  | Application /  Interview |
| Experience working within a community council or government agency setting.  Experienced in working with youth groups.  Experience in preparing grant funding applications. Experience with charity commission reporting. |  | Y | Application /  Interview |
| **KNOWLEDGE** |  | | |
| Understanding of workplace health and safety regulations and best practices. | Y |  | Application /  Interview |
| Knowledge of community development principles.  Familiarity with charitable trust regulations and reporting.  Understanding of Welsh language and local culture of Llanelli and surrounding areas.  Familiarity with sustainability and energy efficiency practices in community facilities. |  | Y | Application /  Interview |
| **SKILLS AND ABILITIES** |  | | |
| Excellent organisational and project management skills. Strong interpersonal and communication skills (verbal and written).  Customer care skills and their application in the workplace.  Ability to motivate volunteers. Ability to work independently with minimal supervision. Good problem-solving skills and the ability to manage emergencies. Proficiency in IT skills, including Microsoft Office and digital platforms (e.g., social media, booking systems). Ability to produce and maintain accurate financial and administrative records. | Y |  | Application /  Interview |
| Ability to speak Welsh |  | Y | Application /  Interview |
| **OTHER REQUIREMENTS** |  | | |
| Willingness to work flexible hours when required.  Commitment to equal opportunities and high standards of customer service.  Full UK driving license and access to a vehicle. | Y |  | Application /  Interview |