

**PERSON SPECIFICATION**  
General Manager

Essential	Desirable
<p><b>PERSONAL QUALITIES</b> Able to communicate appropriately with a range of people from a variety of backgrounds.</p> <p>Ability to manage own time and workload, meet deadlines and prioritise work.</p> <p>Ability to work quickly and accurately.</p> <p>Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures.</p> <p>Able to manage and train staff effectively</p>	<p>Smart appearance.</p> <p>Confident manner.</p> <p>Articulate and clear speaking voice.</p>
<p><b>QUALIFICATIONS</b> Good standard of general education. GCSE English / Lang / Lit Appropriate Qualification</p>	<p>One or more Qualifications in related subject(s) Business Management, HR Management, Health and Safety, Facilities Management</p>
<p><b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b> Ability to complete tasks within a short period of time</p> <p>Good IT skills and knowledge of Microsoft Office.</p> <p>Able to self-support via word processing skills.</p> <p>Experience of working with office systems and procedures.</p> <p>Ability to accurately key data into a database.</p> <p>Experience of managing facilities</p> <p>A good understanding of Financial Management.</p> <p><b>MUST have knowledge of bar work and bar maintenance requirements (Line Cleaning/EPOS etc)</b></p>	<p>Experience of prioritising workloads in order to meet deadlines.</p> <p>Knowledge of Microsoft Access.</p> <p>Experience of working in local government or public sector.</p> <p>Experience of social media posting and web amendments</p>
<p><b>ATTITUDE / MOTIVATION</b> An interest in Burnham and its residents</p> <p>Flexible approach – prepared to work some evenings.</p> <p>Willingness to undertake training to improve skill base or adapt to changing circumstances.</p> <p>Caring and understanding manner.</p> <p>Team player.</p>	<p>Local knowledge of the area and local issues</p> <p>A ‘can do’ attitude to community, environmental and health and safety implementation</p>