# STILTON PARISH COUNCIL

**PAVILION ADMINISTRATOR – PERSON SPECIFICATION**

| | Essential | Desirable | How identified |
|---|---|---|---|
| **Education/Qualifications** | • 5 GCSE's grade A* - C, to include English and Maths (or equivalent qualification) | • BTEC, NVQ, Degree, Diploma or equivalent in public administration<br>• Institution of Occupational Health and Safety (IOSH) | All essential qualification certificates must be presented at interview. |

**ESSENTIAL**

| Experience | Knowledge | Skills & Abilities | How Identified |
|---|---|---|---|
| Managerial experience | Able to demonstrate a knowledge and understanding of management procedures and good practice | Ability to manage own workload effectively and meet deadlines. | Application/interview/reference |
| Management systems, procedures, and policies | Able to demonstrate a knowledge and understanding of the use of effective management systems and principles, procedures, and good practice. | IT literate (including but not limited to Word, Excel, PowerPoint, email and the internet).<br>SPC uses Scribe Bookings (training provided) | Application/interview/reference |
| Working with the public | Able to demonstrate the ability to relate to different sectors of the community including residents, contractors. Volunteers and external agencies | Excellent communication – listening to people, giving instructions, preparing reports | Application/interview/reference |

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|---|---|---|---|
| Marketing facilities and activities to a wide range of users. Planning and delivering events | Able to demonstrate publicity and promotional techniques | Ability to develop marketing materials | Application/interview/reference |
| Experience in the management of facilities that are open to the public | Able to demonstrate a knowledge and understanding of customer care, risk assessment, etc to ensure the safe and efficient running of the facility | | Application/interview/reference |
| Experience in dealing with problems and complaints | Able to demonstrate a knowledge and understanding of customer care | Ability to understand and investigate correspondence and complaints | Application/interview/reference |

**DESIREABLE**

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|---|---|---|---|
| Understanding of legal, statutory, and other provisions governing or affecting the running of the Pavilion | Able to demonstrate an understanding of the role of the Parish Council and the Pavilion within the wider community | Ability to work accurately and effectively to ensure that records are produced and maintained in accordance with statutory provisions | Application/interview/reference |

**OTHER REQUIREMENTS**

| **Essential** | **Desirable** | **How identified** |
|---|---|---|
| Driving licence and access to own car | | Interview |
| Evening and weekend working, with a flexible approach to working patterns | | Interview |
| A willingness to undertake and deliver training when required | | Interview |