Fair Futures Community Interest Company

Fair Futures CIC

PERSON SPECIFICATION AND SHORTLISTING CRITERIA: BUSINESS AND ADMINISTRATION MANAGER (PART-TIME)

ESSENTIAL	DESIRABLE	ASSESSED BY:
• Do you have a degree or equivalent qualification relevant to this area of work?	Do you hold a current driving licence?	Application form Application form
• Do you have Maths GCSE Grade A*-C/ 9-4 or equivalent?	Do you have experience of working with schools or other educational organisations?	Application form Application form
• Do you have a proven track record of working effectively with and for people from across the Bury community?	What is your experience of working in voluntary and community organisations and/ or a local authority?	Application form Application form
• Do you have English GCSE Grade A*-C/ 9-4 or equivalent?	What is your experience of working with asylum seekers and refugees?	Application form Application form
• Can you give evidence of excellent IT skills?	Do you have an excellent knowledge of health and safety legislation?	Application form Application form

Professional relationships and commitment • How would you demonstrate your understanding of responsibilities in protecting your own health, safety and wellbeing and that of your colleagues and others? • How do you keep up to date with developments within your profession? • Can you give evidence of your understanding and commitment to confidentiality at work?	• How do you build effective working relationships with colleagues and partner organisations? • How do you communicate effectively with service users, colleagues and partners from a range of cultural, ethnic and linguistic backgrounds?	Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview
Delivery of Results • Can you give evidence of your ability to manage financial systems within an organisation? • Can you give evidence of your ability to manage interview planning and preparation and DBS check applications?		Application form/ Interview Application form/ Interview

Personal Effectiveness • How do you demonstrate your ability to work to tight deadlines, use your initiative and manage a diverse workload? • Can you adapt quickly to new demands and changes?		Application form/ Interview Application form/ Interview