

Women's Community Matters - Person Specification

Centre Co-ordinator (WCM 004)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Sector relevant degree/Business Administration qualification or comparable experience 	<ul style="list-style-type: none"> • Accounting training or qualification • Management training or qualification
Work Related Experience	<ul style="list-style-type: none"> • Minimum 2 years relevant professional experience • Experience of supervising/managing people, projects or buildings • Experience of working with people with vulnerabilities • Experience of monitoring and evaluation • Experience of working within an environment supporting vulnerable people 	<ul style="list-style-type: none"> • Experience of working with women with vulnerabilities • Experience and competence in partnership working • Knowledge and understanding of safeguarding issues for women and their children
Specialist Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Knowledge and ability to use all aspects of Microsoft Office Professional • Knowledge and experience of accounting databases and processes • The ability to implement policies and procedures • Ability to monitor and evaluate service delivery • Ability to write formal reports • Ability to develop effective working relationships with funders, trustees, staff, volunteers, partner agencies and women in the community • Understanding of needs of women offenders • Understanding of needs of women experiencing domestic abuse 	<ul style="list-style-type: none"> • Good local knowledge and understanding of current provision for vulnerable women • Willingness to undertake professional and development training • Knowledge and understanding of safeguarding issues for women and their children • Knowledge and understanding of women specific approaches • Understanding of Fire Safety • Understanding and experience of Health and Safety policies and procedures
Personal Attributes	<ul style="list-style-type: none"> • Excellent at organisation • Good communicator and warm and friendly presentation style • Ability to work flexibly and respond to change • Some evening work • Responds well to challenge and a wide range of responsibilities • Ability to deal with challenging situations 	<ul style="list-style-type: none"> • Travel across Cumbria and on occasions wider • Full clean driving licence and access to a vehicle for business use • Very occasional weekend work