

PERSON SPECIFICATION		
JOB TITLE:	Sedbergh Information Centre Manager	
LOCATION:	72 Main Street, Sedbergh	
Requirements (on the basis of the job description)		Essential (E) or Desirable (D)
Qualifications		
<ul style="list-style-type: none"> GCSE Maths & English 		E
<ul style="list-style-type: none"> Minimum of 2 A Levels or equivalent 		E
<ul style="list-style-type: none"> Degree or equivalent 		D
Experience		
<ul style="list-style-type: none"> Experience of working in marketing/tourism 		D
<ul style="list-style-type: none"> Experience of working in a retail environment 		D
<ul style="list-style-type: none"> Experience of managing a team, ideally of volunteers 		D
Knowledge/skills/abilities		
<ul style="list-style-type: none"> Be enthusiastic, friendly & helpful 		E
<ul style="list-style-type: none"> Have a passionate interest in the local area 		E
<ul style="list-style-type: none"> Be self-motivated and able to work on own initiative 		E
<ul style="list-style-type: none"> Be able to communicate effectively with a wide range of people 		E
<ul style="list-style-type: none"> Be able to manage volunteers 		E
<ul style="list-style-type: none"> Be able to delegate 		E
<ul style="list-style-type: none"> Have excellent IT skills in an office environment 		E
<ul style="list-style-type: none"> Have numerical/financial skills for budgeting/accounting 		E
<ul style="list-style-type: none"> Be able to present information in a written form for reports, leaflets etc 		E
<ul style="list-style-type: none"> Have excellent organisational skills 		E
<ul style="list-style-type: none"> Have use of a car for occasional travel to meetings 		D
Prepared by:		Date: