

Person specification - Project Manager – Garden Community Cafe	
Essential	Desirable
Qualifications	
Educated to Degree Level or Equivalent	Qualifications in management, charity or community work
Experience	
<p>At least one year's experience managing charity or community projects</p> <p>Leading, managing and motivating a team of staff or volunteers.</p> <p>At least two years' experience working within a catering or hospitality environment.</p> <p>Knowledge of Health and Safety Regulations in regard to catering and hospitality.</p> <p>Networking and working in partnership with other organisations.</p>	<p>Experience working with people with additional needs, either complex mental health issues, disabilities or learning difficulties.</p>
Skills / knowledge	
<p>IT skills, including Microsoft Word and Excel.</p> <p>Ability to work unsupervised as well as part of a team.</p> <p>Excellent communication skills.</p> <p>Excellent time management and prioritisation.</p> <p>High level of attention to detail.</p> <p>Knowledge of the charity/third sector.</p> <p>Ability to establish and maintain positive and encouraging relationships with individuals from a very diverse community.</p>	<p>Knowledge of the local community of Custom House.</p> <p>Knowledge of the monitoring software Upshot.</p>
Personal attributes	
<ul style="list-style-type: none"> • Ability to work calmly and efficiently under pressure. • Self-motivated and confident. • Flexible. • Good team-working skills. • Able to use own initiative. • Tactful and discreet. • Understanding of and commitment to equality of opportunity. • Sensitivity to the needs of individuals with learning difficulties or mental health issues. 	