

Premises and Partnership Officer Person Specification

| | Essential | Desirable |
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| Qualifications | - | - NVQ Certificate/Diploma in Customer Service -GCSE or equivalent in English and Mathematics -IT qualifications -Health and safety (CIEH or IOSH) Full UK driving licence |
| Experience | -Working within a multi-agency environment and developing holistic approaches to presenting needs and issues -Liaising with partners and stakeholders -Knowledge of health and safety regulations. - Demonstrable experience in premises management, maintenance, or a similar role. - Experience in managing budgets and coordinating with contractors. - Demonstrable experience of safeguarding and reporting -Demonstrable experience of being able to de-escalate and deal with conflict | -Working with and managing volunteers -Working or volunteering in a Foodbank or charitable organisation. -Experience of campaigning or organising to achieve a change. -Lived experience of the issues facing the community today |
| Knowledge | -Understanding of Foodbank sector -Understanding the drivers of poverty -Filing and office management -Google drive and Gmail suite | -Operation of Trussell Trust network of Foodbanks -Relevant Health and Safety legislation |
| Skills | -Have good attention to detail | -Able to use accounting software |

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| | <ul style="list-style-type: none"> -Problem solving / multi-tasking -Meeting deadlines -Able to develop constructive working relationships with a wide range of people and organisations -Able to support the efficient operation of the Foodbank and work effectively with other members of staff and volunteers -Able to use software such as Microsoft Office (Word, Excel,) Email and Internet -Hold a full driving licence | <ul style="list-style-type: none"> -Good project management skills, able to balance a range of priorities. -Confident in communicating and, able to seek and balance a range of views and stakeholders, influencing where required. |
| <p>Personal Attributes</p> | <ul style="list-style-type: none"> -Commitment to the vision and values of Leicester South Food Bank, providing a safe and welcoming environment for all users of the premises. -Willing to learn and committed to personal development -Willing to be flexible to meet the business needs of the Foodbank this could include evening and Saturday working -Able to complete manual tasks and inspections. | |