

Person Specification



| Assistant Manager – Accommodation | Essential (E) Desirable (D) |
|---|--|
| Qualifications/ Education / Knowledge | |
| <ul style="list-style-type: none"> • Knowledge and understanding of the hospitality industry • Experience of managing staff • Experience of managing resources • Experience of reporting effectively • Understanding of customer service and the need to recognise the specific requirements of a wide range of groups • Understanding of the importance of policies to safeguard children and vulnerable adults • Understanding of Health and Safety legislation and practice • Ability to carry out routine tasks while maintaining high standards work • First Aid at Work certificate (training can be provided) • Knowledge of the environmental and/or Sustainable Development sector • Unendorsed Driving Licence / Car Driver • Food hygiene certificate (training can be provided) | <p>E E E E E E E E D D D D</p> |
| Experience | |
| <ul style="list-style-type: none"> • Experience of using IT including email and in-house IT systems eg booking systems • Experience of working in the hospitality/hostel industry • Experience of working with children and young people • Experience in the environmental and/or sustainable development sector | <p>E D D D</p> |
| Skills/Abilities | |
| <ul style="list-style-type: none"> • The ability and willingness to work flexibly • The ability to work with a range of different groups including corporate clients, schools and groups • Ability to work on own initiative, prioritise and manage your own time and workload • Ability and willingness to undertake practical and physical work • Ability and Willingness to work with staff and volunteers beyond the Accommodation team to achieve shared goals for The Sustainability Centre • Ability and willingness to identify and attend training • Shared passion for the aims and ethos of The Sustainability Centre • Ability to carry out routine maintenance and repairs | <p>E E E E E E D D</p> |
| Personal Qualities | |
| <ul style="list-style-type: none"> • Friendly and approachable • Empathetic, enthusiastic and committed • Creative with a positive approach to problem solving • Firm commitment to equal opportunities, anti-discriminatory practice and Health and Safety • Excellent communication skills | <p>E E E E E</p> |

The Sustainability Centre

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