

**Person Specification – General Manager, Recyke y’Bike - June 2018.**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>Assessed by</b>
<b>1. Values and personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the values of                             <ul style="list-style-type: none"> <li>- equality and diversity</li> <li>- community participation</li> <li>- sustainability, the ‘green agenda’, and the promotion of cycling as part of this</li> </ul> </li> <li>• Innovative, decisive, and customer focused.</li> <li>• Flexible, self-motivated and a positive attitude</li> </ul>		Interview References
<b>2. Knowledge,</b>	<p>A sound knowledge of:</p> <ul style="list-style-type: none"> <li>• business processes and financial management, including profit and loss accounts</li> <li>• the recycling and sustainable transport agendas.</li> <li>• the charity, voluntary and social enterprise sector</li> <li>• standard IT office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of cycling and cycling organisations in the North East of England</li> <li>• Knowledge of the role of Trustees and their need for timely and accurate information</li> <li>• Ability to operate business IT systems, web page editing and social media</li> </ul>	Application Interview
<b>3. Skills and abilities</b>	<ul style="list-style-type: none"> <li>• The ability to manage and provide effective leadership and motivation to the charity, its staff and volunteers</li> <li>• First class communication skills both written and verbal</li> <li>• A systematic approach to the timely production &amp; maintenance of relevant management and financial information</li> <li>• Proven customer focus and the ability to network and work cooperatively with people in partner organisations</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the technical skills which underpin the bike recycling process</li> </ul>	Application Interview References
<b>4. Experience</b>	<ul style="list-style-type: none"> <li>• Recent, relevant management experience</li> <li>• Experience of managing, supervising and developing staff (employees and/or volunteers)</li> <li>• Financial planning: the effective preparation, management and monitoring of budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Bike shop / workshop management</li> <li>• Preparation of successful funding proposals</li> <li>• Retail or other customer service experience</li> <li>• Work within the voluntary sector</li> </ul>	Application Interview References

	<ul style="list-style-type: none"> <li>• Experience of marketing &amp; promotion</li> </ul>		
<b>5. Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ level 4 level (or above)</li> <li>• Commitment to further development in the post, including willingness to undertake further training as required</li> </ul>	<ul style="list-style-type: none"> <li>• A qualification in a relevant subject e.g cycling related business/finance environmental management marketing human resources</li> </ul>	Application Interview
<b>6. Other requirements</b>	<ul style="list-style-type: none"> <li>• Flexibility to adapt hours to meet the needs of the organisation</li> </ul>		Interview