

| PERSON SPECIFICATION | | |
|---|----------------|--|
| Job title: Basics Bank Manager | | |
| CRITERIA | E or D* | |
| KNOWLEDGE | | |
| Knowledge of Southampton voluntary sector an advantage. | D | |
| Knowledge of churches in the city an advantage. | D | |
| Understanding of the current issues facing people living in poverty and current local/national efforts in tackling poverty. | D | |
| SKILLS | | |
| Project planning and project management. | E | |
| Excellent communicator and strong interpersonal skills. | E | |
| Organised and systematic administrative skills. | E | |
| Proficient IT skills e.g., word processing, presentation tools & file management, Google docs and Google Drive. | E | |
| Excellent oral communication skills including confidence in public speaking and running small groups. | E | |
| Proficient written communication skills including report writing and letters to stakeholders. | E | |
| Sensitive and compassionate leadership skills including the ability to make a team feel valued and supported whilst ensuring clear lines of accountability, providing pastoral support and resolving conflict where needed. | D | |
| EXPERIENCE | | |
| Proven ability to recruit, manage and lead individuals and teams of volunteers. | E | |
| Project management - managing a complex and evolving work environment across a range of areas. | E | |
| Managing operations to deliver outcomes. | E | |
| Networking and partnering with other groups / agencies / projects, building new links and connections in order to develop projects. | E | |
| Experience of working in a small team. | E | |

| | | |
|---|---|--|
| <p>Missional/Outreach/Evangelistic components of church projects.</p> <p>Working on food poverty projects.</p> <p>Direct and relevant experience of working with disadvantaged people.</p> <p>Training volunteers.</p> <p>Working on inter-church projects.</p> <p>Line management - providing support and supervision</p> | <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> | |
| <p>OTHER</p> <p>A passion for working in the food poverty sector, both providing for those in need whilst empowering people towards living independently.</p> <p>Compassion and empathy towards vulnerable adults experiencing food poverty.</p> <p>Over 25 with a full driving licence. Happy to drive a large van and train others.</p> <p>The job involves a lot of heavy work - lifting and moving crates of food.</p> <p>There is an occupational requirement for the post holder to be a Christian. Working in line with the Christian values and ethos of SCM.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | |
| <p>CIRCUMSTANCES</p> <p>This post is based at our Office in Millbrook but will involve moving between projects and appointments citywide.</p> <p>The post is full-time (based on a 35hr working week for 52 weeks per annum) with core hours of 08:00 to 15:00. When providing cover for van drivers, the working day will run from 7.30am to 3.30pm. There is an occasional requirement for evening/ weekend work in this job.</p> <p>Any offer of employment is subject to the receipt of satisfactory references and completion of an enhanced DBS check. Employees of SCM must have the right to work in the UK.</p> <p>This post has a 3 month probationary period.</p> | | |
| <p>*E = essential criteria D = desirable criteria</p> | | |