

**West Cheltenham Pantry Manager**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| NVQ Level 3 or equivalent. | **x** |  |
| Experience in a related post and able to demonstrate competence to undertake the duties required. | **x** |  |
| Ability to demonstrate continuous improvement and self-development. | **x** |  |
| Training in behavioural change technique such as motivational interviewing or equivalent experience. |  | **x** |
| **Experience & Knowledge** | |  |
| Experience of working directly in an adult health and social care, public health, or community development context. |  | **x** |
| Experience of working within or with the voluntary and community sector in a paid or voluntary role. |  | **x** |
| Experience of monitoring, evaluation and data collection. |  | **x** |
| Experience of building relationships and working in partnership with a variety of organisations and individuals. | **x** |  |
| Experience in co-ordinating and developing volunteers |  | **x** |
| **Skills** | |  |
| Knowledge of health promotion and self-care principles. |  | **x** |
| Knowledge of the local area served by the service. | **x** |  |
| Experience of community development approaches to health and wellbeing issues. |  | **x** |
| Ability to express oneself effectively verbally and in writing at a range of levels and with a variety of partners and stakeholders. | **x** |  |
| Knowledge and ability to utilise Microsoft IT systems, e-mail and social media. | **x** |  |
| Understanding of how to improve service quality for the benefit of users. | **x** |  |
| Knowledge of voluntary and community services in the Cheltenham. | **x** |  |
| Basic cookery skills and knowledge of food preparation and storage | **x** |  |
| Driving license | **x** |  |
| **Qualities and Abilities** | |  |
| Ability to maintain effective working relationships and a positive attitude towards collaborative work with peers, colleagues and other professionals. | **x** |  |
| Ability to motivate and influence others. | **x** |  |
| Proven ability to interact with people in a way that inspires trust and confidence. | **x** |  |