

**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** |  |