

## ASSISTANT COMMUNITY HUB TEAM LEADER – PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	<p>Education to GCSE level or equivalent including English and Mathematics.</p> <p>ECDL or similar relevant IT qualification.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>NVQ Business Administration level 3.</p>
<b>2. Work Experience</b>	<p>Ability to use IT packages such as Microsoft Outlook, Excel and Word..</p> <p>Experience of successfully managing, motivating and developing team members.</p> <p>Ability to problem solve.</p> <p>Flexible and adaptable.</p>	<p>Knowledge and use of Social Media (eg: Facebook, Instagram &amp; Tik Tok) for marketing purposes.</p> <p>Worked in a busy Library environment.</p>
<b>3. Skills</b>	<p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours.</p> <p>Excellent communication and interpersonal skills.</p> <p>Self-motivated and drive. Excellent organisational skills.</p> <p>The ability to work in a team structure and to acknowledge the different ideas, perspectives and background of others.</p>	

	The ability to plan and organise your work and manage your time effectively.	
<b>4. Other</b>	<p>You have a wide knowledge of and enthusiasm for books/ reading and an ability to engage with adults and children to promote reading for pleasure and for informal learning.</p> <p>You are committed to the protection and safeguarding of children, young people and vulnerable adults.</p> <p>You understand the principles of the Data Protection, Freedom of Information, Health &amp; Safety in the workplace and Equality and Diversity Acts.</p> <p>Driving licence and vehicle.</p>	
<ul style="list-style-type: none"> <li>This position is subject to a Disclosure Barring Service check.</li> </ul>		