



AMBLESIDE PARISH CENTRE

*For the community
and churches of Ambleside*

PERSON SPECIFICATION

Job Title: Centre Development Manager

	Essential	Desirable	Method of Assessment
Education & Training			
Training in management, charity work or a related field		Yes	AQ
Proven Ability			
Ability to manage teams	Yes		AI
Ability to communicate well in writing and verbally	Yes		AI
Ability to recruit and support volunteers		Yes	AI
Ability to lead and inspire others	Yes		AI
Ability to raise funds for an organisation		Yes	AI
Evidence of ability to work across organisations		Yes	AI
Ability to line manage staff		Yes	AI
Special Knowledge & Skills			
Understanding of asset based community development	Yes		AI
Knowledge of health and safety, GDPR and safeguarding legislation	Yes		AI
Understanding of charity governance		Yes	AI
Understanding of church governance		Yes	AI
Understanding of project management and delivery		Yes	AI
Competence in IT, Primarily Microsoft Office	Yes		AI
Competence in quick books or other financial software		Yes	AI



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Any Other Requirements			
Be in sympathy with the ethos of the Methodist and Anglican churches	Yes		AI

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)