

Person Spec Attributes	Centre Coordinator
QUALIFICATION REQUIREMENTS	
Business Degree	Desirable
Health and Safety Certification (IOSH/NEBOSH/Fire Marshall First Aid))	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE	
Food Manufacturing:	
Buying and procurement skills	Essential
Facilities:	
Maintenance Scheduling	Desirable
Risk Assessment Knowledge and Experience	Desirable
Facilities management	Desirable
Emergency Planning	Desirable
Procurement	Desirable
Management:	
Partnership Working / Networking	Essential
Contract Management and Reporting Experience	Desirable
Senior Management Experience	Desirable
Project management skills	Essential
Leadership skills	Desirable
Line Management Experience and Skills	Desirable
Sales Skills	Desirable
Policies and procedures	Essential
Income generation / commercialization	Desirable
Administration:	
Front of house / reception skills	Essential
Time / Diary Management / Room or facilities Hiring	Essential
Presentation skills	Desirable
Marketing Skills	Desirable
Administration skills	Essential
MS Office Skills / IT Skills	Essential
H&S experience	Essential
Emergency/Fire safety experience	Desirable
HR experience	Desirable
Compilation of Standard Operating Procedures and Policies	Desirable
Project documentation and file management	Essential
HR experience	Desirable