

**YKIDS PERSON SPECIFICATION:
Kingsley & Co Project Manager**

ABILITIES/SKILLS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
A passion for promoting literacy through a retail setting	Essential	Interview Application
Experience of working in a book retailer/catering business or other relative experience. (please justify)	Essential	Interview Application
Experience of managing a book retail/catering business	Desirable	Interview Application
The ability to create attractive and enticing displays that promote sales	Essential	Interview Application
Experience of recruiting, training and managing a volunteer workforce	Desirable	Interview Application References
Open and friendly disposition, ability to be tactful, enthusiastic and committed to support the values and ethos of the charity.	Essential	Interview References
High energy levels, a cheerful disposition and the ability to work under pressure	Essential	Application Interview References
High levels of creativity and abilities in developing interesting programmes for children/young people	Essential	Application Interview Presentation
Excellent communication skills both verbal and written and ability to communicate with people of all ages and backgrounds	Essential	Application Interview
Ability to plan projects and events with a proven track record in event management or similar	Essential	Application Interview
Excellent attention to detail	Essential	Application References
Good time management, proven ability to meet deadlines and maintain good attendance.	Essential	Application References
Willingness to undertake further training as identified	Essential	Interview
Highly organised with strong administration skills	Essential	Application Interview References
Ability to manage and enthuse volunteers	Essential	Application Interview References

Ability to work independently and as part of a team	Essential	Application Interview References
Commitment to equality of opportunity and social inclusion. Commitment to best practice	Essential	Application Interview
A strong role model with the ability to coach others	Essential	Application Interview References
Enhanced DBS (or willingness to have one)	Essential	Interview Application
Good knowledge of children's books, authors	Essential	Application
Knowledge/ experience of working with voluntary organisations in deprived communities.	Desirable	Application Interview
Flexible on working hours (Saturdays and occasional evenings)	Essential	Application Interview
Experience of monitoring and evaluating projects.	Desirable	Application Interview References
QUALIFICATIONS		
Graduate or relevant qualification or experience (Please justify)	Essential	Application Interview
GCSE Maths and English or higher	Essential	Application
Full driver's licence and use of a car (expenses reimbursed)	Desirable	Application
Retail and catering relevant qualification or experience (please justify)	Essential	Application Interview