

Attributes	Relevant criteria	Essential/Desirable	Evidence
Skills & Abilities	Good organisational skills	Essential	Application/ References
	Ability to work independently with experience of managing teams. Ability to build and develop strong relationships with colleagues	Essential	
	Ability to act as an ambassador for the charity	Essential	
	Experience of planning, budget management and performance monitoring	Desirable	
	Flexibility and ability to remain calm under pressure	Essential	
General & Specialist Knowledge	Awareness and understanding of the implications of legislation relevant to the post (Food hygiene regulations, Safeguarding etc.)	Desirable	Qualifications Interview
	Understanding of Charities legislation and governance	Desirable	
	Understanding the challenges that lead to poverty and with ability to interact sensitively	Essential	
	Knowledge of local voluntary and community sector in Carlisle	Desirable	
Education & Training	IT literacy: (Competent user of email, excel, word processing and internet)	Essential	Qualifications
	Good communication skills both oral and written	Essential	
	Good literary and numeracy skills	Essential	
Relevant Experience	Good at delegating responsibility to volunteer workers and provide training	Desirable	References Interview Application
	Willing to organise and manage occasional events	Essential	
	Retail and or Stock Management experience	Desirable	
Special Requirements	Ability to drive and clean/valid driving licence (and own vehicle)	Desirable	Interview
	Commitment to equal opportunities and respecting difference across communities	Desirable	
	Committed to tackling poverty, deprivation and injustice and wanting to actively contribute to helping people in need	Desirable	
	Empathy and ability to work with diverse range of people	Essential	

