

Centre Manager Person Specification

Essential Experience:

- Demonstrable ability to work within the values and ethos of a spiritual centre or a holistic practices organisation
- A developed spiritual practice and personal empathy with the offering The Salisbury Centre provides
- Demonstrable experience of working strategically in a third sector organisation
- Business planning, budgeting and monitoring for income generation and long term sustainability
- Developing and promoting programmes of courses and events
- Financial management – over £100,000 per annum turnover
- Fundraising: grant applications to public and private bodies; organising fundraising events
- Managing a team of staff and volunteers to run an organisation
- Organising and managing volunteering
- Implementation and delivery of a communications strategy
- Building relationships with partners to bring in new activities and sources of income
- Using social media for promotion and publicity
- Managing long term staff and those brought in for project work
- Reporting at board level, facilitating decision making and discussions to determine future direction
- Consultation with a wide and diverse community
- Educated to degree level

Essential Skills:

- excellent communication skills
- strong interpersonal skills and the ability to interact with a diverse range of people
- managing or coordinating projects
- the capacity to inspire and motivate others
- the ability to deal with information in a confidential manner and respond with sensitivity
- good organisational skills and the ability to manage a variety of tasks
- administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
- ability to develop relationships with other agencies and organisations
- a flexible and non-judgemental approach to people and work

- ability to develop strategy and business plans
- project management, budgeting and financial monitoring, risk management