**Rutherglen & Cambuslang Foodbank Manager**

**Rutherglen and Cambuslang Foodbank Manager - Person Specification**

**ESSENTIAL**

**Skills/Knowledge**

* Ability to demonstrate planning and organisational skills.
* Good standards of communication, both written and oral, in person and via telephone and email.
* Excellent inter-personal skills with the ability to establish and maintain relationships, lead, enthuse and inspire others.
* Good IT skills including use of email, internet, word processing, spreadsheet and presentation software.
* Self-organised with good time management.
* Works independently yet recognises the value of being part of a team.
* Ability to make public presentations and report to the Trustees regularly on the work of the Rutherglen and Cambuslang Foodbank.

**DESIRABLE**

**Skills/Knowledge**

* Previous management experience.
* Ability to manage and monitor the development of a project.
* Knowledgeof strategy development, implementation and ongoing monitoring.
* Numerate and comfortable with interpreting statistical data.
* Negotiating skills and the ability to resolve conflict.
* Knowledge / experience of applying for grant funding.
* Knowledge of the benefits system and support agencies both voluntary and statutory.

**Personal Attributes:**

* Honesty and integrity.
* Imaginative thinker and problem solver.
* Ability to work under pressure and to deadlines.
* Flexible; responsive to new and competing demands.
* Ability to work with a wide range of organisations.
* Empathy and ability to work with people from disadvantaged, marginalised and socially excluded backgrounds.

Rutherglen and Cambuslang Foodbank is a Scottish Charitable Incorporated Organisation number SC051084.

For more information, please Email rutherglenandcambuslangfoodbank@init6.co.uk