

EMPLOYEE SPECIFICATION – IMWS General Manager

ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1 RELEVANT EXPERIENCE	1.1 Two years' experience of working in an office / administrative environment	Application Form/ Selection Process	A
	1.2 Experience of using financial system and producing financial monitoring reports	App Form / SP	A
	1.3 Experience of managing and supervising staff.	App Form / SP	A
	1.4 Experience of working in community / voluntary sector environment.	App Form / SP	B
	1.5 Experience of presenting information to wide variety of individuals and groups.	App Form / SP	B
	1.6 Experience of recording and maintaining data and producing reports.	App Form / SP	A
	1.7 Experience of managing staff	App Form / SP	A
2 EDUCATION AND TRAINING ATTAINMENTS	2.1 Professional, academic qualification or demonstrable ability to work to that standard.	Application Form/ Selection Process	A
	2.2 Relevant training record that supports and develops the skills and ability to undertake this role.	App Form / SPs	A
4 SKILLS AND ABILITIES	4.1 Ability to work on own initiative as well as part of a team	Application Form/ Selection Process	A
	4.2 Ability to communicate with a wide range of people.	Application Form/ Selection Process	A

	4.3 Ability to work to challenging targets.	Application Form/ Selection Process	A
	4.4. Ability to work on own initiative.	Application Form/ Selection Process	A
	4.5 Ability to work under pressure and meet tight deadlines.	App Form / SP	A
5. ANY ADDITIONAL FACTORS	5.1 Ability to work weekends and evenings on occasions with prior notice.	Application Form	A
	5.2 Willingness to undergo further training.	Application Form	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview etc.