



Person Specification

Position: Facilities Advisor

Criteria	Essential	Desirable
Education and qualifications	<p>5 GCSEs/ O Levels or equivalent including English and Maths.</p> <p>Health and Safety or facilities related qualifications</p>	<p>First Aid appointed person</p> <p>Fire Warden training</p>
Knowledge, skills and abilities	<p>Ability to communicate well both in writing and verbally and to convey complex information in a clear and understandable way.</p> <p>Good ICT Skills including Microsoft packages- Office</p> <p>An understanding of the majority of the following:</p> <ul style="list-style-type: none"> • Setting up charitable organisations • Good governance • Marketing • Quality Assurance • Learning and Training • Risk Assessments • Room hire agreements • Insurance requirements <p>Ability to work on own initiative and willingness to refer to others as required; ability to manage conflicting priorities and diverse requests from service users.</p>	<p>Understanding of the role of village halls / community buildings and the key issues facing them in rural areas</p> <p>Skills and experience of sharing knowledge and information through publications, training events and/or conferences.</p> <p>Technical knowledge of buildings support</p> <p>Knowledge of ecological issues for community buildings</p> <p>Knowledge of local and district council structures</p> <p>Knowledge of geography of Sussex</p>
Experience	<p>Experience of running a facility</p> <p>Experience in facilities job role including health and safety responsibility</p> <p>Experience of solving basic ICT and telephony issues</p>	<p>Experience of working as a volunteer</p> <p>Experience of establishing and working successfully in partnerships</p> <p>Experience of building project management</p>

Personal attributes	<p>Commitment to the principles of equal opportunities and the aims of Action in rural Sussex.</p> <p>Enthusiasm for supporting volunteers and preserving the quality of rural life.</p> <p>Excellent listening and questioning skills</p> <p>Approachable and friendly demeanour</p> <p>Solutions focused and practical</p> <p>Ability and willingness to work independently and flexibly.</p> <p>Ability to prioritise work and to meet tight deadlines.</p>	
Other	Current driving licence and access to a car.	