



**LETCHWORTH EDUCATIONAL SETTLEMENT**  
**229 Nevells Road, Letchworth Garden City, SG6 4UB**  
**Registered Charity No 311085**

## **PERSON SPECIFICATION FOR SETTLEMENT MANAGER**

### **Knowledge and Experience**

#### **Essential**

- Ability to relate to, and manage relationships with, a cross section of groups and individuals.
- Experience of managing a team.
- Experience of facilities management.
- Experience of using IT systems, including Customer Relationship Management databases, website management, accounting/budgeting software and marketing and social media applications. Training will be provided on the systems used at the Settlement.
- Educated to minimum A level standard.

#### **Desirable**

- Experience of developing and managing a programme of activities in an adult education (or similar) setting.
- Passion for education and the Arts.
- Experience of budget management and reporting.
- Experience of developing strategy.
- Experience of providing support and advice to a senior team.
- Experience of marketing.
- Experience of networking.

#### **We would expect the successful candidate to display the following skills and attributes:**

- Proven organisational skills.
- Able to plan and manage workload.
- Flexible and able to work under pressure.
- Pays attention to detail.
- Able to act on own initiative.
- Exhibits a can-do attitude.
- Has an innovative approach to finding solutions.
- Able to manage change and expectations.
- Friendly and calm manner.
- Excellent relationship management skills.
- Able to communicate effectively with a wide range of stakeholders.