

Person Specification

Contract & Facilities Management Support (Temp)

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
Education/Professional Qualifications		<ul style="list-style-type: none"> ◆ Project management qualification ◆ Contract or facilities qualification at certificate/diploma level
Experience	<ul style="list-style-type: none"> ◆ Drawing up, letting and managing contracts for building and grounds maintenance and refurbishment (£1k to £150k) ◆ Site supervision of contractors ◆ Developing and working to budgets 	<ul style="list-style-type: none"> ◆ Background in the charity or public sector ◆ Maintenance of older and/or listed buildings ◆ Regular liaison with local councils
Skills	<ul style="list-style-type: none"> ◆ Microsoft office ◆ Budget management ◆ Effective verbal and written communication skills with contractors ◆ Negotiation skills 	<ul style="list-style-type: none"> ◆ Project management
Personal Qualities	<ul style="list-style-type: none"> ◆ Work with minimal supervision ◆ Assertive ◆ Problem solver ◆ Build positive relationships 	<ul style="list-style-type: none"> ◆