

Service Manager

Personal Specification

Essential:

- An understanding and passion for Community Action:MK's Community Development principles.
- Experience of partnership working and relationship building with key stakeholders, including local authority officers, academics, and other community sector workers and residents.
- Intellectually flexible and adaptable.
- Emotionally resilient with the ability to thrive in pressured and challenging environments.
- Proven experience of being a successful team leader.
- Ability to think strategically and operationalise theoretical ideas.
- Previous experience of Project Management.
- Excellent verbal and written English skills with the capability to communicate successfully with a variety of audiences.
- Excellent at listening to others, and an ability to understand and process that information.
- Organisational skills and the ability to manage your own time and workload in a self motivated fashion, task focussed and able to demonstrate the ability to work independently and collaboratively in and between teams.
- Willingness to work with people from a variety of backgrounds and an awareness of diversity and inclusion values.
- Confident and able presenter and networker excited to act as an ambassador for Community Action: MK
- Business development experience, proven ability to spot potential new opportunities for Community Action: MK, development of successful grant fund applications and funding proposals.
- IT proficient including Microsoft Word and Excel.
- Full UK driving license as you will be required to travel for this role

Desirable:

- We use a Google based system so previous use of Google is desirable but not essential
- Previous experience of working with communities, young people or families in either a paid or voluntary capacity
- Experience of using social media and other communications channels.
- Understanding of local and national policies affecting the voluntary sector and communities in Milton Keynes