



Community Laundrette Co-ordinator

Person Specification

This is not an entry level position. Some experience of managing and coordinating people, operations and diaries is required.

Factor	Essential (E) Desirable (D)
Applicant must be over 18	
Experience	
Public facing or service industry experience	D
Experience of Managing & coordinating people, operations and diaries	D
Knowledge	
Good written and numerical skills/education	E
Working knowledge of Google Suite and Calendly.	D
Personal Qualities/ Key Competencies	
Good Problem Solving Skills	E
Flexible, Dependable, and Adaptable	E
Good Time Management Skills	E
Strong sense of Integrity	E
Excellent Communication Skills	E
Ability to work as part of a team and under own initiative	E

30th January 2024