**Person Specification**

**Job title:** Sunday Coffee Club Manager

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|  | **Essential** | **Desirable** |
| **Experience** | Experience of supporting people experiencing difficulties with their mental health | Experience of working in the voluntary sector |
|  | Experience of supporting people in crisis |  |
|  | Experience of delivering a client facing service within a wider organisation |  |
|  | Experience of working with vulnerable client groups |  |
|  | Experience of managing and supporting staff |  |
|  | Experience of using appropriate IT systems and software, for example Microsoft Office and data entry systems |  |
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| **Knowledge and Understanding** | Knowledge and understanding of mental ill-health and Recovery |  |
|  | Knowledge of the challenges faced by people whose independence or wellbeing is at risk |  |
|  | Sound knowledge of mental health services in the geographical catchment area of the project |  |
| **Skills and Abilities** | Excellent written and verbal communication skills with ability to present information to a wide variety of audiences |  |
|  | Proven ability to manage your own workload, work closely with colleagues and effectively support your team |  |
|  | Problem-solving skills |  |
| **Personal Attributes** | Conscientious approach to service delivery, planning and reporting |  |
|  | Flexible approach to working hours |  |
|  | An adaptable and positive approach to work |  |
|  | Non-judgemental approach to people |  |
|  | Shows clear commitment to the values of both York Mind and voluntary sector |  |