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| **Requirement** | **Desirable** | **Essential** |
| **EXPERIENCE** |  |  |
| Experience of working in a Community Centre or leisure Centre  | x |  |
| Experience with working with the public |  | x |
| Experience of cash handling |  | X |

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| **Knowledge, Skills, and Abilities**  |  |  |
| Good written and verbal communication skills |  | X |
| Physical fitness – able to lift tables/chairs etc |  | x |
| Ability to work with a wide range of people including volunteers and vulnerable people |  | x |
| ICT skills - ability to use databases, email and general IT |  | x |
|  Good problem-solving skills and awareness of risk assessments |  | x |
| Able to work on their own initiative |  | x |
| Commitment to challenging discriminatory or disrespectful behaviour |  | x |
| Understanding of building safety and maintenance requirements  |  | x |
| Educated to GCSE Level or equivalent in Maths and English | x |  |
| **Personal Qualities**  |  |  |
|  Commitment to principles of equality and respect for others |  | x |
|  Good understanding of the needs of the local community | x |  |
| Flexibility with working hours |  | x |