



## **PERSON SPECIFICATION - BUSINESS MANAGER**

### **Training and Qualifications:**

#### **Desirable:**

- Educated to degree standard in a related field or demonstrable experience and knowledge as listed below.

### **Knowledge and Experience:**

#### **Essential:**

- Understanding of and able to demonstrate commitment to equity, diversity and inclusion.
- Experience of business administration, preferably in an educational environment .
- Experience of project management and working with funders/stakeholders and multi-disciplinary professionals.
- Knowledge & experience of social media, website development and management of content.
- Experience of setting up I.T. resources for training events and seminars; management and use of I.T. equipment and software.

#### **Desirable:**

- Experience and knowledge of co-ordinating one-off training, CPD, workshops and evaluating effectiveness.
- Experience of working in a therapeutic setting with children, young people and their families, school communities and mental health organisations and services.
- Experience of receiving and providing supervision / work reflection / appraisal .
- Experience of supporting training & delivery of training programmes for use in schools & other settings with children & young people.
- Experience in setting and managing budgets, for example: projects, resources, training.
- Experience of supporting professionals undertaking Advanced Diploma and Certificate training courses.

## **Skills:**

### **Essential:**

- Be able to demonstrate excellent communication skills, accurate spelling and attention to detail.
- Be able to demonstrate numerical competency.
- Ability to service committees, provide reports, minute take or chair as required.
- Ability to demonstrate creativity and enthusiasm for the work.
- Ability to work on-line communication platforms such as Zoom, Google Share documents, Microsoft Office, Teams; support delivery of on-line teaching, seminars and training as required.
- Be able to demonstrate advanced IT Skills (Microsoft Office, Excel, Power Point, Google Share, Outlook).
- Able to convey a warm, empathic and calm professional approach working within Caspari's small staff team and communicate well at all levels.
- Friendly interpersonal skills & ability to liaise confidently with a variety of lecturers and seminar leaders, therapists, school staff and training students.
- Be able to manage databases such as students' records throughout their training lifecycle.
- Ability to work autonomously, but also collaboratively.
- Have a proactive approach to problem solving.
- Ability to work confidentially and non-judgementally.
- Ability to manage own workload and prioritise conflicting deadlines.
- Ability to self-care when working under pressure.

### **Other Requirements:**

A commitment to high quality service provision & contributing towards an excellent student experience is essential.

It is expected that the post holder will support the Course Director, helping to set up Thursday evening seminars and lock up afterwards (term time only). In each academic year, three Saturday mornings are also required.