



Bristol CLT Operations Manager

Personal Specification

The successful candidate will need to demonstrate the following knowledge, skills and experience.

We encourage all potential candidates to reflect on their strengths and experience in the broadest sense, including transferable skills and lived experience.

Essential	
A.	Have a passion for the objectives of BCLT in securing land and assets for the long-term benefit of the community.
B.	Good organisational skills in prioritising work, developing documentation, meeting deadlines and organising meetings/events.
C.	Bring a 'can do' and creative approach to problem solving - identifying barriers and being able to reach out to others for help in finding solutions.
D.	A clear communicator and good collaborator who can bring together people and organisations for a shared purpose, contributing to an inclusive culture.
E.	Able to work across different levels of an organisation, such as with residents or senior team members, and experienced in communicating information to different audiences.
F.	High level of skill in basic Microsoft packages such as Word, Excel, and Outlook.
G.	Experience of using spreadsheets to prepare and monitor financial information, such as budgets and forecasts.

Desirable	
A.	Knowledge or experience of the housing and community-led housing sector, including lived experience.
B.	Knowledge or experience of working in the voluntary/not-for profit sector on projects and community organising, especially for a membership organisation
C.	Experience of working for a small organisation or as a self-employed person with responsibility for a wide variety of tasks.
D.	Experience of using MailChimp and social media platforms for designing, preparing and distributing digital communications