



Person Specification

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St. Helens Council

Job Title: Town Centre Manager

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Understanding of current good practice and innovation in town centre management.	Essential	Application Form/ Interview/ Presentation
Understanding of current good practice and innovation in events management.	Desirable	Application Form/ Interview
Understanding of how to effectively engage with retailers / shopping centre managers / leisure operators / other town centre users.	Essential	Application Form/ Interview
Knowledge of local and national funding suitable for town centres and events.	Desirable	Application Form/ Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Communication, including written and verbal and analytical, problem solving and judgemental skills.	Essential	Application Form/ Interview
Information Technology, Word Processing, Spread Sheets and Data Bases.	Essential	Application Form/ Interview
Ability to create and maintain positive and productive relationships.	Essential	Application Form/ Interview
Verbal Communication Skills.	Essential	Application Form/ Interview
Written Communication Skills.	Essential	Application Form/ Interview
Ability to meet deadlines and manage time effectively.	Essential	Application Form/ Interview
Excellent influencing, negotiation and motivational skills.	Essential	Application Form/ Interview
Excellent financial management skills.	Essential	Application Form/ Interview
Experience	E = Essential D = Desirable	Identified by
Experience as a Town Centre Manager or within a related field.	Essential	Application Form/ Interview
Minimum of two years' experience of events management.	Desirable	Application Form/ Interview



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Minimum of two years' experience of management of a team of staff including Supervision, Appraisals, Development and Recruitment.	Desirable	Application Form/ Interview
Securing funding via sponsorship and external funding to finance the town centre / regeneration activities.	Essential	Application Form/ Interview
Qualifications	E = Essential D = Desirable	Identified by
Educated to Degree Level	Desirable	Application Form/ Certificates
Relevant Management Qualification	Desirable	Application Form/ Certificates
Other Circumstances	E = Essential D = Desirable	Identified by
Flexible approach to hours of work, including working weekends and evenings	Essential	Application Form/ Interview

(if driving licence is essential put this paragraph in)

*"If an applicant cannot drive as they are precluded by disability, applicants are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiency with reasonable adjustments"