

PERSON SPECIFICATION

Post Title: Scheme Manager

22 hours per week

Job share would be considered

GENERAL

Essential

- You will be responsible and trustworthy and be able to demonstrate this through your application and at interview.
- You will be able to drive and satisfy the conditions of Hour Car driving insurance: currently over 21 with 12 months or more driving experience and no serious driving convictions.
- You will have the ability to work alone and unsupervised, and sometimes flexibly.

Desirable

- You will be motivated by the aims and ethos of Hour Car.
- You will have an awareness of environmental transportation issues.

ORGANISATIONAL SKILLS

Essential

- You will have a level-headed approach to a diverse workload and be able to manage sometimes conflicting pressures on your time.
- You will have the ability to scan the business environment, and engage in longer-term strategic planning.

Desirable

- You will be able to demonstrate a history of organising a system with many parts and of balancing the demands made upon you.

OFFICE

Essential

- You will be able to use a computer and have experience of using spreadsheets, pdf documents and other basic computer functions.
- You will have experience of using and interpreting numerical information

Desirable

- You will have proven experience in keeping accurate accounts and invoicing.
- You will have experience of researching and implementing business management systems.

CARE OF VEHICLES

Essential

- You will have a basic working knowledge of cars and how to manage their day-to-day servicing.
- You will be dedicated to the safety of all Hour Car vehicles and to Hour Car members.

Desirable

- You will have previous experience of managing a small fleet of cars.

MEMBERSHIP DUTIES

Essential

- You will have a friendly and informative approach to all Hour Car members.
- You will be able to be assertive when required to maintain Hour Car Scheme rules.