

## **PERSON SPECIFICATION: Assets Manager (AM)**

The AM will be line managed by the Chair and Company Secretary of DACIC and will report to monthly board meetings.

### Essential Skills

- Business management experience
- Financial management experience
- Staff/people management experience
- Self-motivated
- Leadership skills
- Task focused
- Dedicated to achieving success
- IT skills

### Preferred Skills

- Experience in facilities management – hard & soft
  - Annual maintenance plan – internal & external
  - Health & Safety
  - Liaising with tenants
- Working with community bodies & funders
- Working with the public
- Ideas generator