

Person Specification: St Ives Holidays Manager

Experience / Knowledge

Essential	Desirable
<ul style="list-style-type: none">• At least five years experience in tourism, sales or property management within a similar type of service industry• At least three years experience of managing a team• Strong user competence in IT applications – Microsoft Word, Powerpoint, Outlook and Excel	<ul style="list-style-type: none">• Experience of setting and managing budgets• Experience of presenting to audiences at shows or events

Skills

Essential	Desirable
<ul style="list-style-type: none">• Excellent oral and written English• Organised and methodical with ability to multi-task across several projects• The ability to interpret data and draw the correct inferences from it• Ability to work to tight deadlines• Ability to prioritise and manage time well• Ability to work collaboratively with teams in other locations• Ability to identify opportunities and respond proportionately to them• Ability to change priorities in response to market conditions• Sound judgement and decision-making abilities• Confident negotiating and persuading skills• Full current driving license and the use of a car	

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• A good general standard of education, including GCSE English and maths or equivalent	<ul style="list-style-type: none">• A degree or diploma in a business, tourism or property related discipline

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">• A positive, can-do, energetic, passionate approach to achieving things• Capacity for innovative and creative thinking• Flexible and adaptable to changing demands and new challenges• A strong teamwork ethic and collaborative working style that will build relationships among colleagues and others• Comfortable taking charge of and delegating to other people and directing their thinking and activities• Able to motivate and influence others in a friendly, helpful, supportive manner but able to be firm if needed• Better than average inter-personal and communication skills and a persuasive, sales-oriented approach• Efficient, organised, a competent administrator and manager of resources possessing a good balance of 'doing' and more strategic thinking• A high level of personal drive and determination to achieve results and job satisfaction	<ul style="list-style-type: none">• Have a sense of fun and the ability to 'lift' your team