Person Specification

Office Manager 0325

Essential	Desirable
Experience • Experience working in a busy office or department, ideally in the not-for-profit sector	• Experience of staff and/or volunteer management • Experience in the voluntary sector • Experience in financial management
Skills & knowledge • Excellent communication skills with a diverse range of people, both oral and written • Good numerical and literacy skills to undertake a range of duties • Good IT literacy, including Microsoft Office • Excellent organisation Skills • Multi-tasking in a busy environment • Able to work without supervision and/or direction and on own initiative • Maintaining and improving office processes	Understanding of charity law & governance
Qualifications • GCSE Maths & English	Knowledge of social media Professional Qualification
Personal Requirements • Self-motivated • Enthusiastic and professional approach to work • Friendly, tolerant, and cheerful • Able and willing to work flexibly as required by the needs of the service • Willingness to learn and develop personal skills. • Working without direct supervision and manage own workload • Commitment and loyalty to the Charity's mission and purpose • Respect for confidentiality	