

Office Manager

Person Specification

Knowledge and experience

Essential

- Experience of managing and supporting a team
- Ability to manage relationships with external providers
- Ability to review and manage compliance with legislation, policies and procedures, codes of practice, etc.

Desirable

- Experience of financial and budgetary management
 - Recruitment experience
 - Experience of managing volunteers
 - Experience of working in the charity sector
 - Experience of working with confidentiality and ethical standards
 - Experience of marketing and PR
 - Knowledge of GDPR regulations
 - Experience of working with and implementing Health and Safety regulations
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Skills

Essential

- Effective communicator with an ability to respond appropriately to sensitive situations
 - Excellent administration and IT skills
 - Highly efficient and organised with strong time management skills
 - Ability to work effectively both independently and as part of a team
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