

# EVAW

## PERSON SPECIFICATION REQUIREMENTS

JOB TITLE: **Office Manager**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• High level of general education</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in project management or charity governance</li> </ul>	Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years charity administration/office management</li> <li>• Experience of project management</li> <li>• Experience of working in busy office with multiple demands on your time</li> <li>• Experience of organising events and meetings</li> <li>• Experience of minuting meetings and managing simple databases</li> <li>• Experience in charity and companies house reporting obligations</li> <li>• Experience of financial administration</li> <li>• Experience of handling a range of stakeholders in person and on the phone and dealing sensitively with difficult issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of engaging and working effectively with diverse groups</li> <li>• Experience in the use of social media</li> <li>• Experience of working with issues of Violence Against Women and Girls</li> <li>• Experience of working on Mac computers and using Microsoft office software</li> </ul>	Application Form Interview

<b>SKILLS and ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, verbal and written</li> <li>• Ability to be innovative and be creative in the initiation and development of new systems</li> <li>• IT skills including the full Microsoft Office package and the ability to produce clear and informative documents and reports</li> <li>• Able to deal with complex and sensitive issues</li> <li>• Good organizational skills, with the ability to work under pressure, prioritising workload and meeting deadlines with minimum supervision</li> <li>• Ability to relate to, and work with, people from a wide range of backgrounds in a respectful and empowering way</li> <li>• Excellent team working and group work skills</li> <li>• Research and report-writing skills and the ability to interpret or present data</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced IT Skills including Mailchimp</li> <li>• Skilled in the use of social media</li> </ul>	Application form Interview References
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Conscientious, responsible and reliable</li> <li>• Punctual</li> <li>• Self-motivated, proactive and innovative</li> <li>• Excellent time management skills and prioritisation skills</li> <li>• Positive 'can do' attitude</li> </ul>		Application form Interview References

	<ul style="list-style-type: none"><li>• Resilience to work with challenging and sensitive issues including domestic violence, sexual violence and other forms of violence against women and girls.</li><li>• A commitment to work within confidentiality policies and procedures</li><li>• A flexible approach to duties and a willingness to work as required within the hours employed. Some evening and weekend work may be necessary</li><li>• Commitment to women's rights and preventing violence against women</li></ul>		
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