

Person Specification

Job title	Operations Officer
------------------	--------------------

The post holder must be sympathetic to the Christian ethos and vision of Wellspring.

Essential

- Knowledge of buildings and charities health and safety requirements and ability to implement necessary procedures.
- Practically minded, able to carry out minor DIY orientated maintenance and coordinate contractors.
- Have experience of creating, carrying out and implementing risk assessments.
- Exceptional organisation, planning and administration skills.
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry. Able to learn new software and teach others. Able to troubleshoot IT problems and support others in this way.
- Ability to show initiative in developing the role and to work with minimal supervision.
- Self-motivated, punctual, reliable and able to maintain confidentiality.
- Excellent written and spoken (face to face and phone) communication skills.
- Excellent numeracy skills.
- Ability and experience of working flexibly in a small team and building strong relationships with colleagues.
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance, which may have short deadlines.
- Commitment to equal opportunities policies and practices.
- A minimum of three years' experience in a general office environment.

Desirable

- Knowledge of safeguarding procedures.
- Knowledge and experience of working in the charitable sector.
- Legal obligations of charities and small employers
- Experience of updating websites.
- Experience of writing policies.
- Experience and understanding of working in a counselling/ therapeutic environment.
- Occasional use of a vehicle.