

## Person Specification

<b>Job title</b>	Operations Coordinator
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The post holder must have a mature and active Christian faith, sharing in the Christian ethos and vision of Wellspring.

### Essential

- Knowledge of buildings and charities health and safety requirements and ability to implement necessary procedures.
- Experience and knowledge of HR systems and procedures within a staff team.
- Experience of administering budgets and accounts experience.
- Knowledge of safeguarding procedures.
- Experience of managing and developing a team.
- Exceptional organisation, planning and administration skills.
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry.
- 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 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.