

## Person Specification

<b>Job title</b>	Operations & Resources Officer
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The post holder must be sympathetic with the Christian ethos and support the vision and values 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
- Experience of managing a team.
- Exceptional organisation, planning and administration skills.
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry. Knowledge of software needed to maintain IT equipment.
- Knowledge of employment law
- Ability to show initiative and work with minimal supervision.
- Self-motivated, punctual, tenacious, 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.
- Experience of writing policies

### Desirable

- Knowledge of safeguarding procedures.
- Knowledge and experience of working in the charitable sector.
- Legal knowledge of obligations for charities and small employers
- Experience and understanding of working in a counselling/ therapeutic environment.
- Knowledge and Experience of implementing GDPR practices.