



## Person Specification

<b>JOB TITLE: People First Dorset Office Manager</b>		
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
Education/ Training	GCSE or O Level English, a similar qualification or relevant experience	2 A levels, a similar qualification or relevant experience
Relevant Experience	<p>Ability to provide office administration within an organisation</p> <p>Ability to communicate to a wide range of people, using 'plain English'</p> <p>Proven ability to manage and develop the office administration in an organisation</p>	<p>Proven ability to oversee utilities, business rates, manage personnel files and take minutes</p> <p>Experience of working in a charity setting</p> <p>Experience of working with people who have a learning disability</p> <p>Experience working in, or with a user-led organisation</p> <p>An understanding of user-led organisations and their value base</p>
Relevant Skills / Aptitudes	<p>Communication: well developed interpersonal skills. Ability to communicate clearly with professionals, colleagues and people with learning disabilities</p> <p>Presenting: experience of taking minutes, and presenting to a range of audiences with different levels of knowledge and understanding.</p> <p>Leadership: experience of being able to lead and manage the office administration</p> <p>Management: oversee day to day work of the office administration, and communicate</p>	<p>Budgeting and financial management skills</p> <p>Managing: ability to manage and delegate workload if required</p> <p>Experience, and (or), ability to create Easy Read information</p> <p>Sense of humour</p> <p>Ability to manage stress levels</p> <p>Willingness to support, and be supported by, colleagues in an</p>

	<p>closely with the People First Dorset staff team</p> <p>Meetings: ability to take accurate minutes</p> <p>Ability to support and motivate people with learning disabilities to speak up, be heard and lead change</p> <p>Time management: ability to plan, manage and prioritise tasks. To be able to draw on a range of resources and make appropriate decisions to meet targets while working under pressures related to time and budgets</p> <p>Self motivation: to use own initiative and work autonomously</p> <p>Good team worker</p> <p>Ability to maintain confidentiality</p>	<p>informal and collaborative environment.</p>
<p>Organisation and Administration Skills</p>	<p>Organisational: experience of meetings, running office administration function</p> <p>Good working knowledge of MS Office</p> <p>Data Input: ability to input data</p> <p>Ability to manage competing work priorities</p> <p>High standard of written English</p>	<p>Experience of using Social Media, Desktop Publishing, Excel and Power Point</p>
<p>Special Requirements</p>	<p>Availability for occasional out of hours work</p> <p>Full driving licence, access to a vehicle and business insurance</p>	