



## Friends Charity Manager – The Friends of Chelsea & Westminster Hospital PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing a busy office or department, ideally in the not-for-profit sector</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of staff and/or volunteer management</li> <li>• Experience in the voluntary and/or health sector</li> <li>• Experience of bookkeeping and/or producing management accounts</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Organised with the ability to manage and prioritise a wide range of tasks</li> <li>• Excellent written and verbal communication skills</li> <li>• Good level of numeracy</li> <li>• Good IT literacy including familiarity with Microsoft Office</li> <li>• Able to communicate effectively with a wide variety of people including hospital staff, volunteers and the general public</li> <li>• Able to work without supervision and/or direction and on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with Wix, MailChimp and/or ACT! Pro software</li> <li>• Understanding of charity law and governance</li> </ul>
<b>Personal requirements</b>	<ul style="list-style-type: none"> <li>• Friendly, tolerant and cheerful</li> <li>• Adaptable and flexible</li> <li>• Professional attitude</li> <li>• Respect for confidentiality</li> </ul>	