



Person Specification

Essential skills, abilities and knowledge

- Good working knowledge of Microsoft Office and associated software, including Excel, Word, Outlook and Teams.
- Excellent writing and interpersonal skills.
- Confidence in communicating sensitively with a diverse range of people.
- Ability to form positive working relationships with colleagues and collaborate on projects.
- Good attention to detail.
- Organised and self-motivated.
- Ability to work to deadlines.
- A commitment to OCVA's values and an awareness of equity, diversity and inclusion.

Desirable skills, abilities and knowledge:

- Experience of working in a relevant role.
- Relevant professional qualifications.
- Finance skills and experience of using Paypal and Xero
- Facilities, HR and policy and governance experience.
- Experience of working, paid or unpaid, in or with communities, the voluntary sector or in the third sector.