

OFFICE MANAGER PERSON SPECIFICATION

Essential Skills and Experience

- Minimum of 3 years' experience of managing an office environment, or equivalent
- Knowledge and understanding of recruiting, supporting, co-ordinating and working with volunteers
- Excellent admin skills and attention to detail
- Excellent interpersonal, time management and communication skills
- Ability to organise and prioritise own workload, working flexibly and pro-actively
- Ability to work as part of a team
- Knowledge of using a variety of software packages such as Microsoft Word, Outlook, etc., and a strong familiarity with data entry
- Excellent listening skills, combined with patience and an empathy with older people in order to engage with them and meet their needs
- Sensitivity to difference and diversity among users, and a commitment to putting equal opportunities principles into practice
- Ability to navigate the complexities of supporting Open Age's work across multiple venues

Desirable qualities and skills

- Experience of working with agencies from both the statutory and voluntary sector
- Experience of arranging group trip activities
- Awareness of issues affecting the lives of people over 50 and a commitment to Positive Ageing