

Business Support Officer Person Specification

Attributes	Essential	Desirable
Physical		
	<ul style="list-style-type: none"> • Be able to represent the Project professionally and effectively to partner organisations, agencies and individuals in a broad range of settings 	
Qualifications & Experience		
Financial	<ul style="list-style-type: none"> • Experience of maintaining accurate finance records and dealing with petty cash 	<ul style="list-style-type: none"> • Experience of working with accounting software • Experience of charity finances and charity commission regulations
Human Resources	<ul style="list-style-type: none"> • Experience of working in HR administration, maintaining accurate records 	
Countryside and conservation	<ul style="list-style-type: none"> • An understanding of the countryside management sector • An understanding of the charity sector 	<ul style="list-style-type: none"> • Experience of working in the charity or countryside management sectors
Volunteers	<ul style="list-style-type: none"> • An understanding of the role of volunteers in the charity sector 	<ul style="list-style-type: none"> • Experience of working with volunteers from a range of backgrounds • Experience of managing volunteers

Training	<ul style="list-style-type: none"> • Willing to undertake training for professional development within the role 	
Health and safety and other relevant legislation	<ul style="list-style-type: none"> • A knowledge of basic health and safety regulations and legislation 	<ul style="list-style-type: none"> • Qualified in first aid at work
Projects and finance	<ul style="list-style-type: none"> • Experience of working in partnership with other organisations 	<ul style="list-style-type: none"> • Experience of working with budgets, finances, projects, and contracts
Skills & Abilities		
Communication skills	<p>Effective communication skills, both written and verbal, including the ability to:</p> <ul style="list-style-type: none"> • Work to deadlines for the production of reports and minutes of meetings • Work with other staff to maintain effective working relationships 	
IT skills	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office and other IT systems 	<ul style="list-style-type: none"> • Understanding of online giving platforms and other digital fundraising tools • Able to use Wordpress for website management • Understanding of social media programmes and their use
Decision making and time management	<ul style="list-style-type: none"> • Assess priorities, set goals and make decisions to prioritise own workload 	
Equal opportunities and managing diversity	<ul style="list-style-type: none"> • Understand and apply equal opportunities policies 	

Partnership management	<ul style="list-style-type: none"> • Ability to develop effective partnerships with internal and external stakeholders 	<ul style="list-style-type: none"> • Communicate effectively with community groups and individuals from a very diverse range of backgrounds and abilities
Work related circumstances	<p>Candidates will be expected to:</p> <ul style="list-style-type: none"> • Understand and promote Steel Valley Project's charitable aims and objectives • Work as part of small team • Work flexibly (including some weekend work and hours outside the agreed core period) • Be able to undertake a Disclosures and Barring Service background check 	