

## Association Manager

### Person Specification

£22,000 to £24,000 Per Annum

### Essential

#### Administration

- Sound knowledge of Microsoft Word, Excel, Outlook and Access
- Understanding of basic bookkeeping to maintain daily accounts
- Excellent communication skills both oral and written and the ability to write reports.
- Understanding of charity law and how it affects the working practice of charities
- Experience of grant, individual and community fundraising

#### Project Management

- Experience of managing projects, resources and people

#### General

- Ability to work on own initiative when appropriate and to generate a degree of self motivation
- An ability to plan and priorities when faced with competing work demands
- Good interpersonal skills and the ability to relate well to members (adults and children), parents, professionals, colleagues and to the public
- Knowledge of the needs of people with disabilities
- An ability to empower people through giving advice or enabling services
- Room to set up a home office and the space to store working files.
- The ability to travel extensively across the UK
- Ability to work flexibly, evenings and some weekends

### Desirable

- An interest in working with people of restricted growth
- Experience of working with the media, television, newspaper and magazines.
- A knowledge of SAGE accounting software