



JUNIOR LEAGUE OF LONDON

PERSON SPECIFICATION

EDUCATION, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

1. Degree-level education or equivalent business level experience and course work.
2. Experience within the UK charity sector; working knowledge of compliance requirements.
3. Experience of managing and motivating volunteers and working with a voluntary Board of Trustees.
4. Experience with financial administration and/or bookkeeping.
5. Experience of project management and change management.
6. Communications, marketing or public relations experience
7. Experience of fostering and developing skills and knowledge within a small team or organisation.
8. Good working knowledge of information systems and various software packages.
9. Knowledge and experience of website and database maintenance desirable.
10. Experience of supervising support staff.

SKILLS AND ABILITIES

1. Strong self-starter; solution-orientated, customer service mindset.
2. Evidence of previous experience in continually improving the internal functions of the charity.
3. Sound judgement – able to make and defend decisions with confidence.
4. Excellent verbal and written communication skills, diplomacy and tact required for working with the charity's trustees, volunteers and supporters.
5. Strong commitment to the third sector and a passion for fostering excellence in volunteer work.