

## PERSONAL SPECIFICATION FOR SVS OPERATIONS MANAGER

	E	P	D
<b>PERSONAL SPECIFICATION</b>			
Any qualifications relevant to post			✓
You have your own transport	✓		
<b>EXPERIENCE</b>			
Working experience with older people		✓	
Working with volunteers		✓	
<b>SKILLS</b>			
Good communication, listening and organisational skills	✓		
Computer literate including record keeping	✓		
You are professional, honest, reliable and caring	✓		
You can demonstrate a high standard of safe working practices	✓		
An ability to work under pressure and meet deadlines.	✓		
Professionally able to work with other partners	✓		
You understand equality and diversity	✓		
Have some knowledge of the Charity/voluntary sector	✓		
<b>KNOWLEDGE</b>			
You possess a good all-round familiarity of the issues that can affect older people, especially those who face social isolation	✓		
Have some expertise of good safeguarding, health & safety procedures, safeguarding and GDPR		✓	
You understand equality and diversity	✓		
Have some experience of the voluntary sector			✓
<b>PERSONAL FACTORS</b>			
Car user	✓		
Being able to work flexibly Monday-Friday	✓		
Occasional weekend working to support planned fundraising events	✓		
To attend any planned training, both mandatory or relevant to post	✓		
To undertake any reasonable duties designated by the trustees	✓		
Your consent for SVS to obtain a DBS check	✓		
<b>E = Essential</b>			
<b>P = Preferable</b>			
<b>D = Desirable</b>			