



Person Specification

Finance, Facilities and Operations Support

We are looking for a brilliant team player who excels in a busy and varied working environment, who has a passion for helping people from a wide range of backgrounds.

You will have the following experience, knowledge, skills and ability:

- Experience of working in a busy office environment.
- A methodical and accurate approach to your work, with ability to work flexibly, multi-task, determine priorities, set realistic timescales and organise own time effectively.
- Experience of getting the best from your staff, including providing excellent line management, developing your team, and implementing effective performance management.
- Excellent communication skills and the ability to act as first point of contact in responding to people's enquiries.
- Ability to work effectively with people from a variety of backgrounds both outside and within the organisation.
- Knowledge or understanding of working with people with mental health issues or similar marginalised groups.
- Excellent numeracy skills including maintaining accurate financial records, developing budgets and monitoring cashflow.
- The ability to write professional reports, publicity materials and letters etc.
- Experience of designing and implementing effective operational systems and processes.
- A track record in implementing policies and procedures relating to running an organisation.
- The ability to ensure the maintenance and safety of the building and understanding of health and safety regulations.
- Extensive IT skills including use of Microsoft Office Suite (Word, Excel and Publisher), and experience of managing databases and use of WordPress.

You will be committed to:

- Working in accordance with the values of the Art House.
- Working flexibly (rota'd to work outside standard office hours and Saturdays)