

Person Specification: Office Manager

Factor	Essential	Desirable
<i>Experience</i>	Significant experience working in an office administration, office management, or similar role. Experience of using Microsoft Office or equivalent office-based software	Experience working within a sporting, membership, charitable or not-for-profit organisation. Experience of supporting a Board, committee, or senior leadership team. Experience of membership administration or CRM/database management.
<i>Skills</i>	Excellent organisational and administrative skills with strong attention to detail. Effective communication in English in both written and verbal formats. Good working knowledge of standard office procedures and systems. Excellent interpersonal skills and the ability to build positive relationships with a wide range of people.	Knowledge of Financial procedures and processes. Knowledge of HR systems and processes. Knowledge of governance and Board administration. Experience of working with clubs, volunteers, or membership organisations.
<i>Personal Qualities</i>	Highly organised, reliable and professional, with excellent attention to detail. Proactive and able to identify what needs to be done without requiring constant direction. Friendly, approachable and able to build positive relationships with staff, members, volunteers and stakeholders. Able to work under little supervision while accepting direction and delivering excellent work. Positive attitude with a commitment to continuous improvement. Strong commitment to providing excellent internal and external customer service.	Experience of working in a small organisation where flexibility and a willingness to undertake a broad range of duties is essential.

Don't meet every single requirement? We are dedicated to building a diverse, inclusive authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.

Scottish Volleyball is an equal opportunities employer and aims to provide a working environment free from any form of harassment, intimidation, victimisation, or discrimination. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, race or ethnic origin, LGBT+ identity, age, or disability. All appointments are made purely based on merit and ability.