

OCD Action, Project Assistant – Groups & Communities

Person Specification

	Essential	Desirable
Experience & Education	<p>Understanding of mental health conditions and empathy with those affected by them</p> <p>Experience of working with volunteers and/or of being in a volunteer role</p> <p>Experience of being in an administration role</p> <p>Experience of being in a supportive role</p> <p>Experience of working with a range of stakeholders building relationships</p>	<p>Knowledge of Obsessive Compulsive Disorder and related conditions</p>
Skills & Knowledge	<p>Good IT skills</p> <p>Exceptional organisational skills, and excellent written and verbal communication skills</p> <p>Ability to work within the bounds of confidentiality</p> <p>Ability to relate to and be sensitive to the needs of a range of service users</p> <p>Excellent interpersonal & listening skills</p> <p>Knowledge and understanding of good practice when working with volunteers</p> <p>Ability to work with and report to a line manager, providing timely and accurate accounts of activity undertaken and utilising a manager's support and advice.</p>	<p>Confidence using a range of communications platforms (such as Skype)</p>

	Ability and willingness to lead the team in the project manager's absence	
Attitude	<p>Confidence, proactivity and ability to work independently and as part of a team</p> <p>Flexibility and willingness to go the extra mile</p> <p>Enthusiasm, drive and readiness to input ideas and help shape our work with support groups and contribute to the wider work of OCD Action</p> <p>Ability to maintain clear boundaries</p>	