

OCD Action, Project Assistant – Groups & Communities

Person Specification

	Essential	Desirable
Experience & Education	<p>To have an understanding of and empathy of mental health conditions</p> <p>Experience of working with volunteers or of being in a volunteer role</p> <p>Experience of project administration</p>	<p>Knowledge of Obsessive Compulsive Disorder and related conditions</p> <p>Experience of being in a support role</p>
Skills & Knowledge	<p>Ability to work independently as well as part of a team</p> <p>To be highly organised and have excellent written and verbal communication skills</p> <p>To be able to work within the bounds of confidentiality</p> <p>To be proactive and adaptable in problem solving</p> <p>To have excellent interpersonal & listening skills</p> <p>To be able and willing to lead the team in the project manager's absence</p>	
Attitude	<p>To be enthusiastic, driven and share the vision of the EBT team that everyone with OCD (or related disorders) should have access to quality peer support</p> <p>To be confident to put forward ideas (along with all the EBT team) and help shape the project</p>	