



NA

**Knowledge, skills, and expertise:**

Good interpersonal skills

Education to tertiary but not necessarily degree level

Experience in safeguarding is an advantage

Knowledge of grant-making systems and charity procedures

Knowledge of the welfare benefits system

Experience in mental health is an advantage

Experience in events organisation is an advantage

Experience in employment legislation and small businesses is an advantage

Knowledge of administration in an office environment

Proficiency in use of all Windows-based software including Excel