



Project Support Officer Person Specification

Experience/knowledge

You are **required** to have experience of:

1. Using Microsoft Excel, Word and Outlook
2. Working under pressure and meeting strict deadlines
3. Setting up, maintaining and using spreadsheets
4. Experience of using case management and monitoring databases
5. Running reports and completion of monitoring workbooks for funders

It is **desirable** to have experience of:

6. Working in a charity
7. An understanding of domestic violence

Skills

You are **required** to be able to demonstrate that you have the following skills:

8. Strong IT skills
9. Excellent organisational skills
10. Ability to record information accurately, displaying strong attention to detail
11. Proven ability to work under pressure, to prioritise effectively and meet deadlines, targets and objectives
12. Ability to communicate effectively at all levels
13. Good team work skills
14. Ability to maintain a professional image at all times

Personal Qualities

You are **required** to be able to demonstrate your ability to:

15. Act with integrity and respect when interacting with professionals, businesses, employees, agencies and individuals;
16. Have values consistent with those of LDVS including respecting equality and diversity and a non-judgemental attitude.
17. Work to LDVS policies and procedures
18. Understanding and commitment to confidentiality