**Wood Street Mission**

**Person Specification**

**Project Worker**

**The Project Worker will have;**

Good standard of education including minimum GCSE’s or equivalent in Maths and English is desirable

Good organisation skills with sorting, moving, stocking up and checking out.

A good attention to detail

Good interpersonal skills

Basic IT skills are desirable

**The Project Worker will be;**

Physically fit enough to move donations into the basement and shop

Able to communicate at all levels verbally and in writing to a standard necessary to be effective in work e.g. record complaints or pass messages.

Able to treat clients, donors, staff and volunteers with respect, dignity and in a confidential manner

Able to keep clear and accurate records

Able to work well within a team

Work alongside and support volunteers

Willing to adhere to the aims of Wood Street Mission and follow all policies and guidelines

Able to follow directions and work on own initiative

Willing to prepare, attend and contribute to Staff Meetings, Supervision and Appraisal sessions

Willing to undertake training to develop knowledge, skills and confidence

Willing to be flexible to meet the demands of the workplace, including flexible hours and venues.

**Hours;** Set out in contract

**Basic Salary;** Set out in contract

**Other Contributions;** Pension membership

**Annual Leave**; 22 Days, pro rata, and Statutory Bank Holidays. Occasional discretionary days.

Updated 26/4/22- MG DL