

Edinburgh Iyengar Yoga Community Benefit Society
Centre Co-ordinator
Person Specification

Criteria	Essential	Desirable
Qualifications & Training Level of education, professional qualifications, training and learning programmes/courses.		Recognised qualification in Bookkeeping and/or Office Management.
Experience Length and type of experience, level at which experience gained.	Experience in the management and development of a similar organisation. Proven ability to interface effectively with range of stakeholders and members of the public at all levels in a busy pressured work environment.	Minimum of 12 months experience of managing financial systems and staff. Experience of marketing including digitally.
Knowledge Depth and extent of knowledge.	Knowledge of a range of IT systems, bookkeeping methods, office management practices for managing a small organisation including Data Protection and Health Safety requirements.	
Skills/Abilities Range and good level of skills in communication (oral, written, presentation), planning, organisation, numeracy, and leadership.	Ability to demonstrate excellent verbal and written communication skills, numeracy, negotiation, and management skills. Ability to carry out the duties of the post with minimal supervision and guidance whilst ensuring a co-operative and collaborative working environment. Ability to develop and maintain effective partnership working with a wide range of agencies and professionals.	Familiar with Google Workspace.
Specific IT Skills/Abilities	Ability in the use of Microsoft Office products or equivalent. Ability in using QuickBooks or equivalent.	Experience in maintaining and developing websites. Understanding of html.
Specific Job Requirements Environmental conditions, unsociable hours.	Able to work independently at home. Able to work flexibly to facilitate attendance at CBS Board and other meetings. Prepared to be point of contact out with scheduled working hours.	Able to attend meetings both virtually and in person.
Personality	Ability to develop and maintain good, effective, and friendly working relationships with colleagues and public.	An interest in and appreciation of the practice of yoga.