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| IMPORTANT INFORMATION FOR APPLICANTS |
| The criteria listed in this Person Specification are all essential to the job. Please give specific examples wherever possible. |



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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS:**No formal qualification requirement  |  |
| **EXPERIENCE:**An excellent demonstrable communication & customer service skills.An ability to work as part of a team.High standard of computer literacy. | CV and InterviewCV and InterviewCV and Interview |

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| **SKILLS AND ABILITIES:**Excellent organisational and administrative skillsAbility to communicate clearly and effectively, orally and in writing, with a broad range of partners and organisationsAbility to prioritise and work to tight deadlinesExperience of communicating effectively both verbally and in writing with a range of managers and staff.Track record of working independently whilst using initiative.Demonstrate creativity, initiative, diplomacy, resourcefulness and resilience, in a demanding and fast-paced environment. | CV and InterviewCV and InterviewCV and InterviewCV and InterviewInterviewInterview |
| **OTHER SPECIAL REQUIREMENTS:**Able to work flexibly with some requirement to work evenings and or weekends | Interview |