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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 Interview  CV and Interview  CV and Interview |

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| **SKILLS AND ABILITIES:**  Excellent organisational and administrative skills  Ability to communicate clearly and effectively, orally and in writing, with a broad range of partners and organisations  Ability to prioritise and work to tight deadlines  Experience 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 Interview  CV and Interview  CV and Interview  CV and Interview  Interview  Interview |
| **OTHER SPECIAL REQUIREMENTS:**  Able to work flexibly with some requirement to work evenings and or weekends | Interview |