



Person Specification: Community Cwtch Administrator

Education & Qualification	Essential	NVQ level 2/3 in Business Administration or equivalent experience
	Desirable	5 GCSE's or equivalent including English and Maths
Technical	Essential	Proven IT Skills and competency
Experience	Essential	General administration experience
		<p>Experience in using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases</p> <p>Experience in devising and maintaining office systems</p> <p>Experience in booking rooms and conference facilities</p> <p>Experience at attending meetings, taking minutes and keeping notes, invoicing and maintaining budgets</p> <p>Proven experience in liaising with staff in other departments and with external</p>

		<p>contacts</p> <p>Experience ordering and maintaining stationery and equipment supplies Experience in sorting and distributing incoming post and organising and sending outgoing post</p> <p>Experienced in organising and storing paperwork, documents and computer-based information in compliance with the Data Protection Act (2018).</p> <p>Experience at arranging both in-house and external events</p> <p>Experience of using database systems and working with statistical information.</p> <p>Experience of handling cash and working with figures.</p> <p>Experience of working in a busy office environment, fulfilling a range of duties.</p>
<p>Skills, Abilities and knowledge.</p>	<p>Essential</p>	<p>Excellent verbal and written communication skills</p> <p>Excellent organisational skills</p> <p>Ability to work sensitively and an understanding of issues of confidentiality</p> <p>Ability to work on own initiative and as part of team, demonstrating a pro-active and helpful manner</p> <p>Excellent administration and word processing skills</p>

		<p>Ability to present information in different formats</p> <p>Ability to plan and organise work</p> <p>Ability to prioritise conflicting demands</p> <p>An understanding, interest and enthusiasm in helping improve services for local children and their families</p> <p>Knowledge of Health and Safety issues</p>
Commitment to Equal Opportunities	Essential	<p>Awareness and understanding of Equality, Diversity and Inclusion.</p> <p>Knowledge and understanding of the impact of poverty within areas of material deprivation</p> <p>A strong commitment to anti-discriminatory practice</p>
Special Requirements	Desirable	<p>A qualified driver with use of a car for work.</p>