

PERSON SPECIFICATION

Job Title: Admin Officer

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or exercise

ESSENTIAL CRITERIA	MOA
Skills and abilities: Excellent organisational skills Ability to be able to communicate appropriately at all levels Ability to prioritise work and respond to changes in demand for services Respect for confidential matters Excellent IT skills Experience of administration of websites Experience of Publisher (or similar IT package) Experience of managing social media platforms <i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i> <i>Ability to instigate and cope with change</i>	AF, I AF, I AF, I AF, I AF, I AF, I AF, I
Experience: Experience of dealing with public Experience or knowledge of working with and advising service users <i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	AF, I AF, I
Education and training: High level of literacy and numeracy Proficient in the use of IT and appropriate operating systems Proficient in the use of Social Media platforms <i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	AF, I AF, I AF, I

Working arrangements:	
Available to attend occasional evening/weekend events	AF, I
DESIRABLE CRITERIA	MOA
Skills and abilities:	
Ability to transfer skills learned in other sectors	AF, I
Able to work effectively on your own	AF, I
Experience:	
Experience of parish/town councils	AF, I
Knowledge of local government in general and working with principal authorities	AF, I
<i>Additional experience which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
Education and training:	
GCE 'O' Level, or equivalent, in Mathematics and English	AF, I
Qualification in Administration	AF, I
<i>Additional education which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
Working arrangements:	
None	