



Person Specification

Education/ Qualifications/ Training

1. Be educated to a minimum of two A Levels or have equivalent qualifications

Experience

2. A minimum of one years' experience within an organising and coordination role working within a front facing customer orientated service and/ or busy office environment
3. Experience of initiating, implementing and coordinating activities or projects
4. Experience and enjoyment of working with a diverse local community in a paid or voluntary capacity
5. Experience and ability to prioritise and manage a busy and varied workload to deadlines
6. Understanding and awareness of implementing equal opportunities

Skills and Personal Attributes

7. Have excellent communication skills, oral and written and the ability to communicate effectively with a wide range of people
8. Ability to initiate and maintain good partnership working with a wide range of stakeholders and organisations
9. To be able to deal sensitively and appropriately with the range of complex and challenging issues which may be presented by centre users
10. To be a solution focused self-starter with the initiative, desire and capability to develop and thrive in a busy role
11. To be self-motivated and able to work independently and part of a small team
12. Have excellent organisational and administrative skills and experience of successfully developing and implementing effective operational systems
13. Attention to detail and ability to multi task and effectively manage time to meet deadlines
14. Strong IT skills, proficient in Word and Excel and able to become so in Publisher and databases
15. Numerate with strong record keeping, data input and checking skills
16. Knowledge and understanding of the importance of monitoring and evaluation
17. Ability to undertake some lifting and carrying of equipment when necessary
18. Able to undertake occasional evening and weekend work in addition to one Saturday a month

Desirable

1. Knowledge of Health & Safety issues and procedures as they relate to a public community building; centre services, projects, and users
2. Experience of working with or being a volunteer