



## Administration and Facilities Officer – Person Specification

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualification</b>	Educated to 'A' Level or Level 4 standard	Business or Administration Qualification
<b>Experience</b>	At least 2 years experience in a similar role.	<p>Work experience in the voluntary and community sector.</p> <p>Work in a support service with vulnerable adults and children.</p> <p>Knowledge/experience of working with other Third Sector Organisations in Northumberland</p>
<b>Skills/ Knowledge/ Aptitudes</b>	<p>Must be self-motivated able to work with minimal supervision and be able to prioritise own work load in order to achieve targets/objectives.</p> <p>Well organised and have a high level of communication skills.</p> <p>Practical skills to maximise the efficiency of admin and finance systems.</p> <p>Ability to clearly make use of social media and engagement techniques to promote our organisation and it's services.</p> <p>Knowledge of and experience in implementation of policies and procedures.</p> <p>Excellent IT skills in particular with Microsoft Office and social media.</p> <p>Ability to work with integrity and discretion.</p> <p>Experience of working effectively as part of a small team.</p>	<p>Interest in health outcomes, healthy diets, provision of support services.</p> <p>Networking skills, with the ability to network with a wide range of internal and external stakeholders.</p> <p>Knowledge of data protection legislation.</p>



<b>Additional Requirements</b>	<p>Appointment will be subject to the successful applicant undertaking an Enhanced DBS Check.</p> <p>Willing to undergo further training and development as required.</p> <p>Able to meet the travel requirements of the post.</p> <p>Able to work flexibly to meet the needs of the role. This may include evening work and work during school holiday period.</p> <p>The requirements of the role mean that a good standard of health is needed.</p>	<p>It would be desirable if the post holder has access to transport to enable them to fully participate in meetings, events, sourcing materials</p>
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March 2022