

PERSON SPECIFICATION

Job Title: Community Liaison Administrator

	Essential	Desirable
Education and Qualifications		
	<ul style="list-style-type: none"> A minimum of 5 GCSE or equivalent qualifications, including Maths and English at Grade C or above 	<ul style="list-style-type: none"> Educated to A level qualifications Qualification to NVQ Level 3 in Business Administration or equivalent
Experience		
	<ul style="list-style-type: none"> Experience of using Microsoft Office Suite and emails General office experience; including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time Experience of dealing effectively with the general public Ability to coordinate partnerships and to encourage joint working to tackle key issues and needs Financial record keeping 	<ul style="list-style-type: none"> Previous local government or public-sector experience Use of website content management systems Experience of dealing with media locally, regionally and nationally Experience of working with a finance database package
Skills, Knowledge and Competencies		
	<ul style="list-style-type: none"> Excellent written and verbal communication skills Proven organisational skills and the ability to prioritise Proven track record of achieving outcomes Ability to work accurately with a commitment to providing a high-quality service Awareness and understanding about key issues facing communities 	<ul style="list-style-type: none"> Experience of organising events Working knowledge of local voluntary and community sector activities and local groups Community Profiling
Personal Qualities		
	<ul style="list-style-type: none"> Ability to plan and organise workload and work on own initiative Good interpersonal skills in relation to positive partnership working Ability to solve problems Ability to work under pressure while maintaining a positive professional attitude Ability to communicate effectively and develop good relations with staff and councillors and the wider community Flexible and willing to contribute to the success of the team Reliable and Punctual Well presented and confident Ability to learn quickly with a willingness to undertake further training to develop the role Flexibility to attend meetings, events or work outside normal working hours where necessary 	