

PERSON SPECIFICATION**Job Title: Admin Officer**

CATEGORY	ESSENTIAL	DESIRABLE
1. Qualifications	Educated to GCSE Level or equivalent with preferably English and Maths GCSE (Grade C).	
2. Related experience/knowledge including voluntary work	Office and administrative experience. Experience of working on own initiative and as part of a team. Good knowledge of Microsoft Excel and Word office systems. Good copy and content writing skills Knowledge, interest and experience of a wide range of social media platforms and how they can be utilized to generate information of interest.	Knowledge of Local Government democratic process. Working experience of producing letters, Agendas, Minutes (including minute taking) and Reports.
3. Skills and Abilities	Good inter-personal skills Good communication skills, both written and oral, with others at all levels. Strong administrative and organisational skills including: ability to work in a logical manner, plan and organise own work, prioritisation of multiple tasks, meet strict deadlines, attend to detail, maintain accurate records. Open minded and non-judgemental.	Negotiating skills. Report writing skills. Experience of working in a customer facing role.

4. Personal Qualities	Approachable to staff and members of the public. Able to work effectively under pressure. Practical and common sense approach to problem solving. Capable of anticipating problems and showing initiative to solve them. Flexible and willing to undertake a range of tasks. Self reliant, open and honest. Trustworthy with confidential information. Receptive to change and new ideas.	
5. Other requirements	Able to work flexible hours, including evenings and occasional weekends.	Car driver/owner with a clean license