



# Person Specification

## ROLE: Training Administrator

| CRITERIA   | ESSENTIAL  | DESIRABLE   |
|--|--|---|
| <b>Qualifications Required</b>                         |  |   |
| <b>Skills/ Competencies</b>                            | <ul style="list-style-type: none"> <li>• An excellent standard of oral and written English</li> <li>• Excellent, confident telephone manner.</li> <li>• Confidence in setting up audio visual and computer equipment</li> <li>• Experience of updating website and Facebook information</li> <li>• Good administrative and organisation skills.</li> <li>• Good communication and interpersonal skills.</li> <li>• Excellent attention to detail.</li> </ul> |   |
| <b>Knowledge</b>                                       |  | <ul style="list-style-type: none"> <li>• Knowledge and experience of the voluntary sector.</li> </ul>                                 |
| <b>Previous Experience</b>                             | <ul style="list-style-type: none"> <li>• Previous experience in an administrative role.</li> <li>• Previous experience of organising events, courses and conferences</li> <li>• Experienced and highly competent in IT Skills, including Microsoft Office Suite</li> </ul>   | <ul style="list-style-type: none"> <li>• Previous marketing experience.</li> <li>• Previous experience of on-line training</li> </ul> |
| <b>Special Attributes</b>                              | <ul style="list-style-type: none"> <li>• Ability to travel and work flexibly.</li> </ul>   | <ul style="list-style-type: none"> <li>• Interest in families and children with additional support needs.</li> </ul>                  |
| <b>Personal Qualities</b>                              | <ul style="list-style-type: none"> <li>• Enthusiastic and outgoing personality.</li> <li>• Active team player who enjoys a dynamic, ever changing environment.</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• Ability to manage own workload, use own initiative and prioritise tasks appropriately.</li> <li>• Ability to understand and work strictly within confidentiality guidelines.</li> </ul>                                |   |
| <b>Requires to be mobile/Driving Licence Required:</b> |  | <ul style="list-style-type: none"> <li>• Yes</li> </ul>   |
| <b>Disclosure</b>                                      |  |   |



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|-----------|--|-----------|
| Required: | <ul style="list-style-type: none"><li>• YES – Basic Disclosure</li></ul> |           |