

Person Specification

Office and Training Maternity Cover

Knowledge, Skills and Experience

	Essential	Desirable
Education and Qualifications	Good standard of general education to GCSE level or equivalent CiLCA	
Work Experience	Experience of working in an office or training function Experience of dealing with a wide range of people Good organisational skills Competent user of Microsoft Office suite Experience of working in a busy professional administrative environment preferably local government or similar Producing work to deadlines Keeping accurate records	
Knowledge of Local Authority environment	Commitment to providing a good service to all Association members	

<p>Skills and aptitude</p>	<p>An excellent standard of written and verbal communication</p> <p>Good interpersonal skills</p> <p>Clear speaking manner (telephone and in person)</p> <p>Fully computer literate and able to use IT programs such as Microsoft Word or Excel</p> <p>Ability to liaise effectively, flexibly and enthusiastically in a small team</p> <p>Ability to work accurately and pay attention to detail</p> <p>Ability to work on own initiative with a high level of integrity</p> <p>Ability to problem solve</p>	
<p>Motivation</p>	<p>Maintains good relationships with colleagues and partner colleagues</p> <p>Willingness to undertake training and to act as the Association's representative</p>	
<p>Other</p>	<p>Willingness to develop in role by taking on ad hoc projects</p> <p>To take part in any training courses as prescribed by the Association</p> <p>Current driving licence</p>	