

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications, Skills and Abilities** |  |  |
| 5 GCSE’s A-C or equivalent level of qualifications | E |  |
| Relevant qualification for administration |  | D |
| Relevant qualification for event management |  | D |
| **Experience** |  |  |
| Evidence of working in an office environment | E |  |
| Thorough understanding of office systems and machines e.g. telephones, photocopiers and filing systems | E |  |
| Evidence of previous experience of working with IT | E |  |
| Previous experience of working in a team | E |  |
| Previous experience of event management | E |  |
| Previous experience of working in the Third Sector |  | D |
| **Knowledge** |  |  |
| Knowledge of administrative systems and procedures | E |  |
| Knowledge of Microsoft Office (Word, Excel, Access, Outlook and PowerPoint) | E |  |
| Knowledge and understanding of databases/spreadsheets | E |  |
| Knowledge of working within the Third Sector and the associated policies and procedures |  | D |
| **Skills** |  |  |
| Ability to adopt a motivated, committed and flexible approach to duties | E |  |
| Self-motivated and work independently when required | E |  |
| Ability to manage competing demands with good organisational skills | E |  |
| Ability to work as a team member and on own initiative | E |  |
| Effective communication skills | E |  |
| Ability to promote effective working relationships with other organisations and professionals | E |  |
| Able to produce accurate records | E |  |
| Ability to provide reports on activity to Line Manager and other staff when required | E |  |
| Organised in approach to work | E |  |
| Ability to work to deadlines | E |  |
| Ability to prioritise workload | E |  |
| Ability to make routine decisions and problem solve | E |  |
| Welsh Language Skills |  | D |
| **Values/Commitment to** |  |  |
| The Social Model of Disability | E |  |
| DW’s mission, aims and objectives and values | E |  |
| Equality, Diversity and Human Rights | E |  |
| An Inclusive Society | E |  |
| A team working approach across DW | E |  |
| Good working practices, e.g. professionalism, confidentiality, punctuality, adaptability | E |  |
| Continuous professional development | E |  |
| **General Criteria** |  |  |
| Willingness to travel throughout Wales and beyond, which may require overnight stays in line with the duties of the post | E |  |