

**Person Specification: Civic Participation Administrator**

**The postholder must be a disabled person**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| 5 GCSE’s A-C or equivalent experience | E |  |
| Relevant qualification for administration |  | D |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **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 minutes and 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 |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge** |  |  |
| Knowledge of administrative systems and procedures | E |  |
| Knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint) | E |  |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** |  |  |
| Evidence of working in an administrative support role | E |  |
| Evidence of making accurate records of meeting decisions. | E |  |
| Evidence of previous experience of working with IT | E |  |
| Previous experience of working in a team | E |  |
| Previous experience of using online video meeting software (e.g. Zoom, Teams etc) |  | D |
| Previous experience of working in the Third Sector |  | D |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **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 |  |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **General Criteria** |  |  |
| Willingness to travel throughout Wales and beyond, which may require overnight stays in line with the duties of the post | E |  |