**NORTH WEST OF ENGLAND AND ISLE OF MAN RESERVE FORCES’ AND CADETS’ ASSOCIATION**

**PERSON SPECIFICATION – ADMIN OFFICER – MERSEYSIDE ACF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial | Competence  | Essential | Desirable | Evaluation | Comments |
| 1 | Extensive administrative experience | √ |  | AF/I |  |
| 2 | Have strong IT skills, particularly Microsoft Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS) | √ |  | AF/I/PA | MIS training will be provided |
| 3 | Must be able to work as part of a busy team and be flexible in your approach to work | √ |  | AF/I |  |
| 4 | Good communication, written, numerical and interpersonal skills | √ |  | AF/I |  |
| 5 | Ability to work on own inititive, prioriting work load to meet deadlines | √ |  | AF/I |  |
| 6 | Able to liaise and communicate effectively with external organisations and people – including adutls and children | √ |  | AF/I |  |
| 7 | Experience of routine office based audit | √ |  | AF/I |  |
| 8 | Experience of taking and recording minutes at meeting | √ |  | AF/I |  |

AF- Application Form, I – Interview, PA – Practical Assessment, E – Evidence