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

**PERSON SPECIFICATION – ADMIN OFFICER (HQNW)**

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| --- | --- | --- | --- | --- | --- |
| Serial | Competence  | Essential | Desirable | Evaluation | Comments |
| 1 | Extensive administrative experience. | √ |  | AF/I |  |
| 2 | 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, close-knit team and be flexible in approach.  | √ |  | AF/I |  |
| 4 | Good communication, written, numerical and interpersonal skills. Experience of report writing. | √ |  | AF/I |  |
| 5 | Ability to work on own initiative, priorising work load to meet deadlines. | √ |  | AF/I |  |
| 6 | Able to manage IT assets and sound awareness of data protection and IT Security Procedures. | √ |  | AF/I |  |
| 7 | Able to liaise and communicate effectively with external organisations and people – including adults and children. |  | √ | AF/I |  |
| 8 | Experience of taking and recording notes at meetings. | √ |  | AF/I |  |
| 9 | Experience of Post room work/management. | √ |  | AF/I |  |

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