

Horwich Community Centre Administrator: Person Specification

Qualifications/Experience/Skills:

Excellent communication skills, written & oral with a friendly, professional telephone manner	Essential
Good interpersonal and customer service skills	Essential
At least 2 year's experience in all aspects of general office administration including managing a diary and taking bookings	Essential
Excellent understanding of current IT systems including MS Office, Excel and use of internet & other resources	Essential
Experience in co-ordination of office activities & operations to secure efficiency & compliance with Council policies	Essential
Experience of handling & recording petty cash payments & liaising with suppliers/contractors,	Essential
A good standard of education with a high level of literacy & numeracy	Essential
Experience of working in the voluntary/community sector	Desirable
Local knowledge including an awareness of the role of the Town Council	Desirable

Personal Attributes:

Flexible approach to working hours including some evenings and weekends to support Centre activities	Essential
Self motivated, able to work under own initiative but not afraid to ask for help.	Essential
Trustworthy & reliable, a 'team player'	Essential
Able to fit in with the ethos of the Centre	Essential
Having a commitment to the Council & the local community	Essential
Good organisational skills	Essential
Understanding of the varied requirements of Centre users and volunteers, some of who may be elderly and/or vulnerable	Essential
Calm under pressure	Essential
Non discriminatory & understanding diversity	Essential