



BURGESS HILL TOWN COUNCIL

PERSON SPECIFICATION PART TIME ADMINISTRATIVE CO-ORDINATOR

Essential

1. Excellent administrative, secretarial and organisational skills, including attention to detail.
2. Experience of organising events such as Open Days.
3. Experience in setting up and servicing meetings, summarising consultation documents for inclusion on Agendas and taking clear and concise notes of the meeting.
4. The ability to work in a positive and effective manner even when under pressure.
5. Good knowledge and experience of Microsoft software packages such as Word, Excel and good keyboard skills.
6. Ability to work on own initiative but, at the same time, be an integral part of the team.
7. Ability to prioritise workload in order to meet deadlines.
8. Excellent communication skills
9. To be flexible in becoming involved in other areas of the Council's service. This could include involvement in receptions and community initiatives.
10. A sense of humour!

Desirable

11. An interest in the local community's activities, including planning and the voluntary sector.