

**PROJECTS AND ADMINISTRATION OFFICER  
- PERSON SPECIFICATION**

<b>SELECTION CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>Qualifications</b> Minimum of 5 GCSE's Grades A-C (or equivalent) including English	<b>X</b>		<b>Certificates</b>
<b>Knowledge/Experience/Skills</b>			
Knowledge and experience of creating & updating social media content including Facebook, Twitter & Instagram	<b>X</b>		<b>Interview</b>
Excellent writing skills	<b>X</b>		<b>Application Form Interview Test</b>
Experience of meeting administration including minute-taking		<b>X</b>	<b>Interview</b>
Excellent interpersonal and communication skills	<b>X</b>		<b>Interview</b>
Experience of working with businesses and different groups to achieve a goal		<b>X</b>	<b>Interview</b>
Good knowledge and experience of the Microsoft Office package, specifically Sharepoint, Outlook, Word and Excel, with good keyboard skills	<b>X</b>		<b>Interview Test</b>
Experience of graphic design including using Adobe Creative Cloud		<b>X</b>	<b>Evidence Test</b>
Good organisational skills	<b>X</b>		<b>Interview Test</b>
Ability to work on own initiative and as part of a team	<b>X</b>		<b>Interview</b>
Experience of organising community events		<b>X</b>	<b>Interview Evidence</b>
Ability to take the initiative and be proactive	<b>X</b>		<b>Interview</b>
Attention to detail	<b>X</b>		<b>Interview/ Test</b>
Ability to work in a calm, positive and effective manner even when under pressure	<b>X</b>		<b>Interview</b>
Ability to prioritise workload in order to meet deadlines	<b>X</b>		<b>Application Form Interview</b>
Flexible in working additional hours and becoming involved in other areas of the Council's service	<b>X</b>		<b>Interview</b>