

PERSON SPECIFICATION

ADVICE & EDUCATION PROJECTS ASSISTANT

Please clearly highlight any relevant qualifications, experience, skills or attitudes from the list below on your application form. We recommend you support your application with detailed examples either from previous education, work or voluntary experience. You will also have the opportunity to expand on these areas should you be invited for interview.

Essential	Desirable
<p>Qualifications/experience:</p> <p>Educated to degree level or equivalent experience/ qualification (2019 graduate applications will be considered)</p>	<p>Front desk or reception experience Experience of administering or delivering casework Experience of working with students or young people Experience of working with databases</p>
<p>Skills:</p> <p>Work effectively as an individual and as part of a team Excellent written and verbal skills Communicate with a diverse range of people Organise and prioritise own workload Present and disseminate information effectively Confident and competent in the use of Microsoft applications</p>	<p>Preparing agendas and taking minutes Analysing data and producing reports Delivering projects, campaigns or events</p>
<p>Attitude:</p> <p>Proactive Motivated Approachable Empathetic Attentive to detail Flexible/adaptable Respects confidentiality Open to new ideas/ways of doing things Quick to learn new information/skills Thrive in a busy working environment but also able to make the most of quieter periods</p>	<p>Commitment to personal and professional development</p>