

PERSON SPECIFICATION

Corporate & Communities Support Officer

CATEGORY	ESSENTIAL	DESIRABLE	HOW IS ASSESSED
Qualification	<p>Good standard in secondary education with a minimum of 5 GCSE grades A-C (or equivalent), including English Language</p> <p>Evidence of continual personal development</p>	<p>Relevant training and qualifications</p> <p>Degree in a relevant subject</p>	Application, Certificate
Related Experience	<p>Previous experience of working in a similar role</p> <p>Experience of working on your own initiative and as part of a team</p> <p>Experience of working in a support role across a range of services</p>	Experience of working within the public sector	Certificate, Application & Interview
Skills and abilities	<p>Experience of working in an office environment</p> <p>Ability to be creative and imaginative</p> <p>Good communication, interpersonal and writing skills</p> <p>Good organisational and time management skills with the ability to multi-task</p> <p>Excellent team working skills</p> <p>Proficient in the use of IT, computers, and associated software</p> <p>Good level of literacy and numeracy</p> <p>Ability to manage complex and competing demands to deadline</p>	<p>Good understanding of local government</p> <p>Community and local council governance knowledge</p> <p>Experience dealing with the public in a professional manner</p>	Certificate, Application & Interview

	Exceptional personal administration and organisational skills		
Other requirement	<p>Willing to work occasional evenings and weekends as required</p> <p>Willing to undertake appropriate training</p> <p>Flexible approach to working hours</p>	<p>First Aid qualified</p> <p>Full UK Driving Licence</p>	<p>Certificate, Application & Interview</p>