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| **AGE UK CAMDEN** |

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| **PERSON SPECIFICATION** |

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| **POST TITLE:** | **Good Neighbours Scheme Administrator** |  | Scale 4 |
| The requirements as stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. |
|  | Criteria | **Method of Assessment**A= Application  I = Interview  |
|  | **KNOWLEDGE** |  |
| 1 | Understanding of the principles of confidentiality/data protection & their practical implementation linked with GDPR and Information governance  | A & I |
| 2 | Experience of co-ordinating facilities or premises highly desirable – e.g. office supplies etc.  | A & I  |
| 3 | General knowledge of office procedures and best practice  | A & I |
|  | **SKILLS & ABILITIES** |  |
| 4 | Ability to multi-task and work to deadlines within a busy environment ensuring attention to detail at all times | A & I  |
| 5 | Excellent verbal and written communication skills for a diverse audience | A & I  |
| 6 | Ability to prioritise your workload and be proactive with excellent time management  | A&I |
| 7 | Proactive in problem solving working with colleagues, service leads and the senior management team. | A & I |
| 8 | Excellent IT skills and ability to use a range of software including Office 365, PowerPoint, Word, Excel, Outlook. | A & I  |
| 9 | Ability to be flexible, work independently and as part of a team | A & I |
|  | **EXPERIENCE** | A & I |
| 10 | Understanding of good practice in health and safety in an office environment – essential.  |  |
| 11 | Substantial experience in an administrator role or office coordinator role working in an office environment in a paid or voluntary capacity. | A & I |
| 12  | Experience of using and maintaining databases  | A & I |
| 13 | Experience of compiling reports and minute taking  | A&I |
|  | **QUALIFICATIONS/TRAINING** |  |
| 14  | No formal qualifications needed. |  |
|  | **EQUALITY AND DIVERSITY** |  |
| 15  | Understanding of and commitment to Equality, diversity and inclusion principles, particularly in relation to employment, service provision and older people. | A & I |
|  | **OTHER REQUIREMENTS** |  |
| 16 | Ability and willingness to travel occasionally within Camden  | A & I |