

Wansbeck Valley Foodbank – Administration Assistant

Person Specification

Note: At all stages of the selection procedure we will be looking for evidence that applicants meet this person specification

	Essential	Desirable
Knowledge and Skill	<p>Good general standard of education</p> <p>Previous use of Microsoft Office – Word / Excel/ databases / Outlook.</p> <p>Ability to maintain financial records</p>	<p>NVQ 3 in Administration or equivalent</p> <p>Evidence of managing budgets</p>
Communication/ Relationships	<p>Excellent interpersonal skills, able to communicate within a multidisciplinary team, with external agencies and members of the public.</p>	<p>Evidence of team working</p> <p>At least 12 months experience in roles serving external clients</p>
Analytical/ Judgement	<p>Ability to work unsupervised whilst working collaboratively with colleagues.</p> <p>Awareness of when to take advice from supervisors</p>	<p>At least 12 months experience of delivering work with minimal supervision</p>
Planning / Organisational	<p>Good organisational skills</p> <p>Flexible and independent approach to work</p> <p>Attention to detail</p> <p>Advanced keyboard skills</p> <p>Systematic (Rigorous??) approach to maintenance of confidential client and volunteer information</p>	<p>At least 12 months in an evolving work environment</p> <p>Track record of resolving impediments to delivery of assigned tasks</p>
Physical Effort	<p>Good health record</p> <p>Able to work with frequent interruptions</p> <p>Follow organisational policies and procedures</p>	

Mental Effort	Excellent concentration and ability to multitask with the ability to change jobs midstream Willingness to undertake training as required for the post	
Commitment	Mature and professional approach (Empathy?) to clients experiencing difficulties Tenacity to deliver assigned tasks	At least 12 months experience of serving persons experiencing life challenges
Emotional	Sense of humour Ability to work as part of a team Regular use of VDU Able to work to deadlines	