

Project Support Officer - Levelling Up

Person Specification		
Qualifications		
1	Willingness & ability to obtain and/or enhance qualifications and/or training for development in this post	Essential
2	Educated to GCSE Standard in English and Maths (Grade C)	Essential
3	ICT Qualification (ie ECDL)	Desirable
Relevant Experience		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:		
4	Strong all round administrative background	Essential
5	Experience of processing invoices for payment	Essential
6	Organising meetings and events including internal and external stakeholders	Essential
7	Experience of working within Local Government	Desirable
8	Experience of completing project paperwork	Desirable
Knowledge & Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:		
9	ICT Skills, including Microsoft Word, Outlook, Excel, PowerPoint and Access	Essential
10	Able to display a detailed knowledge of Microsoft applications	Essential
11	Excellent keyboard and minute-taking skills	Essential
12	Effective communication skills verbal and written	Essential
13	Excellent attention to detail with the ability to priorities and meet deadlines	Essential
14	Excellent organisation skills	Essential
Personal Characteristics		
15	Able to work as an effective team member	Essential
16	Excellent customer care skills	Essential
17	Able to work flexibly and occasionally out of hours	Essential
Physical Attributes		
18	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential