



Bournemouth Council for Voluntary Service

Registered Charity No: 1081381
 Company Reg'd in England and Wales No: 4024662
 Registered Office Boscombe Link; 3-5 Palmerston Rd
 Bournemouth; BH1 4HN; Tel/Fax 01202 466130

Person Specification- Administrator

	Essential	Desirable	To be assessed by:-		
			Application form	Pre-interview exercise	Interview
Qualifications		NVQ or CLAIT	Yes		
Experience	Reception work Administration work		Yes		
		Working with community based groups in voluntary or paid capacity	Yes		
		Working in a small team	Yes		
Skills	Excellent IT and administrative skills; Word, Excel, Access Internet, E-mail		Yes	Yes	
	Ability to communicate effectively, orally and in writing, with diverse audiences		Yes	Yes	Yes
	Friendly and efficient telephone manner				Yes
	Methodical and systematic approach		Yes	Yes	
	Ability to multi-task and prioritise		Yes	Yes	
	Ability to work flexibly and to tight deadlines		Yes	Yes	
	Ability to work on own initiative while contributing as part of a team		Yes		Yes
		Minute taking	Yes		Yes



SUPPORTING THE THIRD SECTOR
 Community Development : Resources : Information : Training
 Volunteering : Bournemouth Community Transport
www.bournemouthcvs.org.uk



Knowledge	Ability to refer on to other agencies and specialists		Yes		Yes
	Understanding of confidentiality				Yes
	Commitment to equal opportunities		Yes		Yes
		Understanding of health and safety			Yes
Disposition	Positive and friendly				Yes
	Adaptable and flexible				Yes
Date last reviewed: August 2010					