

PERSON SPECIFICATION

Meeting Support & Admin Officer



	ESSENTIAL	DESIRABLE
Educational Qualifications	GCSE Maths, GCSE English	Any local Govt qualifications such as ILCA.
Work Experience	At least two year's experience in an office environment	Knowledge of how a local govt functions
	Administration of meetings and preparation of agendas.	Experience of working with communities and signposting to community facilities.
	Experience of working to deadlines in a structured environment	
Skills, Knowledge and aptitude	ICT literate and competent user of MS Office software including social media platforms	Knowledge of other software such as CANVA, Mailchimp, website management
	Communication skills: face to face, written, social media and website	Knowledge of GDPR and FOI
	Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence	
	Well organised and able to prioritise workload	
	Able to work on own initiative and as part of a team	
	Self-motivated and able to problem solve	To possess or be prepared to acquire a good knowledge of Hythe & Dibden Parish area and its history.
Other	Committed to continuous development	
	Ability to work flexibly, including attending evening meetings	
	To be able to demonstrate sensitivity in any political environment	
	To be prepared to undertake training as required	