

## Person Specification

### Admin Support (Corporate Services)

	<b>Essential</b>	<b>Desirable</b>
Person	<ul style="list-style-type: none"> <li>• Genuine interest in the work of IDBs.</li> <li>• Commitment and loyalty to the organisation and its aims (Mission, Vision and Values).</li> <li>• Self-motivated and enthusiastic.</li> <li>• Keen to learn and develop new skills.</li> <li>• Highly organised, motivated, accountable and willing approach.</li> <li>• Approachable with excellent communication and active listening skills.</li> <li>• Capable of following procedures and systematic processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Shares the organisations commitment to provide an outstanding service to the local community.</li> <li>• Able to deal with difficult situations in an appropriate manner.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• GCSE's in English, Mathematics (Level 5 or above) or equivalent.</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Basic understanding of the work of internal drainage boards.</li> <li>• Good organisational skills.</li> <li>• Awareness of Health and Safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local areas.</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>• Fast and accurate typing skills.</li> <li>• Word processing, email, using spreadsheets and databases, creating presentations, and filing and locating information.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in the use of MS Word, Outlook, Excel and Access.</li> <li>• Use of Sharepoint.</li> <li>• Advanced MS Word certificate.</li> <li>• Understanding of GIS.</li> <li>• Use of accounting software.</li> </ul>
Business Skills	<ul style="list-style-type: none"> <li>• Able to prioritise workload and positively adapt to fast changing needs.</li> <li>• Excellent customer relations skills, good telephone manner.</li> <li>• Good team player, proactively willing to support others.</li> <li>• Accuracy and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Shorthand skills.</li> <li>• Experience of PR and use of social media in business.</li> <li>• Board member and meeting support.</li> <li>• Organising meetings/events.</li> <li>• Experience dealing with difficult situations.</li> <li>• Awareness of the importance for good governance.</li> <li>• Awareness of budget monitoring.</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Right to work in the UK.</li> <li>• Willing to travel to other offices/venues for meetings etc.</li> </ul>	