



## KEIGHLEY HEALTHY LIVING

### PERSON SPECIFICATION

**JOB TITLE:** Project Support Worker/Admin Assistant

**LOCATIONS:** KHL, 13 Scott Street, Keighley

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>QUALIFICATIONS/ TRAINING</b>	Educated to GCSE level with at least two years' experience of working in an administrative role.	Educated to A level NVQ or RSA Level III qualification or able to demonstrate competency at Level III.	Application Form
<b>KNOWLEDGE / EXPERIENCE</b>	Knowledge and experience of: <ul style="list-style-type: none"> <li>• Microsoft Office programmes</li> <li>• minute taking</li> <li>• typing</li> <li>• the voluntary sector and local organisations</li> </ul> Experience of project support. Experience of working with communities, groups and a range of people.	Experience of working with volunteers. Knowledge and experience of working in community / voluntary settings. Knowledge and experience of working in a multi-cultural environment. Experience of working in partnerships. Experience of monitoring and evaluation methods. Experience of promotion of activities.	Application Form / Interview
	Excellent range of communication skills. Skills in using Microsoft Excel Access and PowerPoint. Good organisation skills and time management. Ability to convey messages effectively and create a good working relationship with groups of people.		Application Form / Interview

	<p>Ability to work on own initiative and ability to make judgements.  Effective interpersonal skills.  Can demonstrate enthusiasm towards the role.  Positive/can-do attitude towards problem solving.</p>		
<b>KNOWLEDGE/ SKILLS / ABILITIES</b>	<p>Ability to work under pressure and meet deadlines.  Commitment to diversity &amp; equal opportunities.  Demonstrates an understanding of the importance of confidentiality and safeguarding.</p>	<p>Uses reflective practice to improve service delivery.</p>	
<b>PERSONAL ATTRIBUTES</b>	<p>Ability to travel to different sites across Keighley and surrounding areas.  Ability to work independently and also to be a proactive and willing team member.  Motivated with a positive attitude.  Must be eligible to work in the United Kingdom.  Ability to be flexible and work occasional hours in the evening and weekends as well as work from home where necessary during COVID-19 restrictions.</p>	<p>Driving licence and access to a car.</p>	<p>Application Form / Interview</p>
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	<p>Ability to lift some heavy equipment, resources and produce.</p>		<p>Application Form / Interview</p>