

PERSON SPECIFICATION FOR ADMINISTRATIVE AND PROJECT DEVELOPMENT WORKER 2022

EDUCATION & TRAINING		
GCSE Level English and Mathematics	Essential	Application CV & Certificates
Computer Skills Qualification – word processing, data input	Desirable	Application CV & Certificates
EXPERIENCE		
Proven capability of working in an office environment including using Microsoft Office	Essential	Application CV & References
Proven capability of operating & updating website	Essential	Application CV & References
Knowledge and understanding of Equal Opportunities and Safeguarding	Essential	Interview
SKILLS, KNOWLEDGE AND ABILITY		
Ability to communicate effectively in English both verbally and in writing including report writing skills	Essential	Interview
Ability to work as part of a team and work collaboratively with others and adhere to all RFF policies and procedures	Essential	Interview
Ability to work alone without supervision and prioritise workload	Essential	Practical Test
Ability to follow instructions, accurately and repeatedly	Essential	Practical Test
Ability to maintain website and social media presence for charity	Essential	Practical Test
Organisational Ability with attention to detail	Essential	Practical Test
An understanding of systems and procedures including submitting grant applications and monitoring reports	Essential	Interview
An understanding of the work of Redbridge Faith Forum building community cohesion	Desirable	Interview
The ability to maintain confidentiality at all times and respect every individual's right to confidentiality.	Essential	Interview
ATTITUDES		
Friendly and courteous manner	Essential	Interview
Logical and methodical approach to a task	Essential	Interview
Self-motivated with an open and consultative style and able to occasionally respond outside of normal office hours.	Essential	Interview
An understanding and appreciation of the role of faith groups in local communities	Essential	Interview
Willingness to undertake training and development as required.	Essential	Interview