

Person Specification - Administration and Support Officer, Adult Services

| Skills and Attributes | Essential | Desirable |
|--|-----------|-----------|
| Ability to work in a team | X | |
| Commitment to Equal Opportunities | X | |
| Ability to work under pressure with minimum supervision | X | |
| Ability to use own initiative within delegated authority | X | |
| Ability to prioritise tasks | X | |
| Manage and organise a varied workload | X | |
| Excellent communication skills | X | |
| Good record keeping skills | X | |
| Ability to motivate self and others | X | |
| Flexibility to adapt with members needs | X | |
| Experience | | |
| Experience of Information, Advice and Guidance | | X |
| Experience in administration | X | |
| Experienced in project coordination | x | |
| Experience of supporting vulnerable adults | X | |
| Knowledge | | |
| Autism | | X |
| Asperger's Syndrome | | x |
| The role of the voluntary sector | | X |

| | | |
|--|---|---|
| The role of the statutory sector | | X |
| ICT skills – Microsoft office | X | |
| BBO paperwork | | X |
| Qualifications | | |
| A level or equivalent | | X |
| Safeguarding | | |
| DBS required (Autism Bedfordshire will provide this) | X | |

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