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Registered Charity No: 1100722

Autism Bedfordshire PERSON SPECIFICATION –DATA & MARKETING OFFICER

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to undertake the role in the first instance. The cross (x) indicates whether these requirements are essential or desirable.

Skills	Essential	Desirable
Excellent administrative skills	X	
Excellent organisational skills	X	
Excellent active listening and verbal communication skills	X	
Good written skills	X	
Excellent knowledge of Salesforce		X
Excellent working use of Excel, Access, Word, Publisher	X	
Use of Internet Explorer and Outlook email	X	
Ability to keep accurate records	X	

Personal qualities	Essential	Desirable
Ability to work as part of a team	X	
Ability to use own initiative within delegated authority	X	
Ability to multi-task, including planning and prioritising	X	
Ability to work under pressure	X	
Flexibility	X	
Self-motivating	X	

Work Experience	Essential	Desirable
Relevant administrative experience	X	
Data analysis and report writing experience		X
Database management	X	
Experience of collaborative work with statutory and/or voluntary agencies		X

Knowledge	Essential	Desirable
Autism (across the spectrum)		X
Special Needs		X
The role of the voluntary and statutory sectors		X
EYFS and Ofsted		X

Qualifications	Essential	Desirable

A level or equivalent NVQ level 3 / Further Education Qualification	X	
I.T. qualification(s) and or experience using IT confidently on daily basis	X	

Additional requirements	Essential	Desirable
Car owner/driver	X	
Willingness to undertake a DBS check	X	