

**HELP & CARE
PERSON SPECIFICATION**

ORGANISATIONAL DEVELOPMENT CO-ORDINATOR

Essential (E)/Desirable (D)

◆ **Experience**

- ⊕ Office administration procedures E
- ⊕ Dealing with people at different levels, internally and externally E
- ⊕ Obtaining and collating information E
- ⊕ Providing administrative support and using database systems E
- ⊕ Induction and training coordination D
- ⊕ Training and development implementation D
- ⊕ Human Resources processes
- ⊕ Recruitment processes D
- ⊕ Analysing data and producing accurate reports / information for different audiences to deadlines D

◆ **Knowledge, Skills, Qualifications & Abilities**

- ⊕ Demonstrate knowledge of administration systems and procedures E
- ⊕ Demonstrate knowledge of collating & coordination of information for different audiences E
- ⊕ Understanding of different business models and strategy's D
- ⊕ Use of computers and IT and Microsoft Office applications including Word, Excel, Outlook, PowerPoint E
- ⊕ Excellent verbal, written, communication E
- ⊕ Numerate & Literate with a good standard of English E
- ⊕ Accurate record keeping E
- ⊕ Attention to detail E
- ⊕ Organised methodical approach E
- ⊕ Ability to be flexible and prioritise E
- ⊕ Ability to work under pressure E
- ⊕ Valid Current Full Driving License & use of own vehicle D
- ⊕ Ability to travel for internal/external meetings/events E

◆ **Aptitudes**

- ⊕ Organised logical thinker E
- ⊕ Positive professional assertive communicator E
- ⊕ Working using own initiative E
- ⊕ Working as part of a team E
- ⊕ Set high realistic standards for self and quality of work E

◆ **Values/ Attitudes**

- ⊕ Commitment to self-development E
- ⊕ Dedication to providing a customer first approach (internally & externally) E
- ⊕ Through understanding and empathy with the values of the Organisation E
- ⊕ Understanding of diversity and a commitment to Equal Opportunities E

