



Person Specification

Core Competencies	Description	Essential / Desirable to the Role
Employment Experience	Experience in a related role.	Desirable.
Knowledge and Understanding	Qualification(s) in related field. Knowledge of relevant legislation and restrictions including the General Data Protection Regulation (GDPR). Training will be provided.	Both desirable.
Job Specific Skills	Good standard of literacy, numeracy and IT skills. Full UK driving licence.	All Essential.
Personal Qualities	Strong organisation skills, with attention to detail and ability to multitask. Strong communication, interpersonal and team-working skills. Cultural awareness and respect for equality, diversity and inclusion.	All Essential.