

LISKEARD TOWN COUNCIL

Person specification for Project Administrator – Cattle Market Makers Project

Fixed term contract until 31 March 2023

SCP 9 - £23,194 p.a. pro rata - £12.06 per hour

(Part funded by the European Regional Development Fund as part of the Community Led Local Development Programme, with match funding from Cornwall Council)

Part time 6 hours per week – usually within 9am – 5pm Monday to Friday (days to be agreed with successful candidate)

Attribute	Essential	Desirable	How Identified
Relevant experience	Experience in an office-based administration function	Experience of working with budgets Experience of updating websites	Application Form Interview
Education & Training	Basic educational standard including Maths and English Keen to undertake training and expand knowledge		Application Form Certificates Interview
Special Knowledge & Skills	Good oral and written communication skills Accuracy and attention to detail A good working knowledge of Microsoft Office products		Application Form Interview

<p>Additional attributes</p>	<p>Self-motivated, enthusiastic, and positive 'can do' attitude</p> <p>Good time management/able to meet deadlines</p> <p>Discrete and trustworthy</p>		<p>Interview</p> <p>References</p>
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December 2022