

LISKEARD TOWN COUNCIL

Person specification for Project Administrator – Cattle Market Makers Project

Attribute	Essential	Desirable	How Identified
Relevant experience	<p>Experience in an office-based administration function</p> <p>Experience in a customer facing/service industry</p> <p>A good working knowledge of Microsoft Office products</p>	<p>Experience of working with budgets</p> <p>Experience of using accounting software</p> <p>Experience of dealing with grant funding claims</p> <p>Experience of facilities booking management and invoicing</p> <p>Experience of procurement</p> <p>Experience of updating websites, social media, marketing, or publicity</p> <p>Experience of event management /coordination</p> <p>Experience of lone working</p>	<p>Application Form</p> <p>Interview</p>

Education & Training	<p>Basic educational standard including Maths and English</p> <p>Relevant work experience and training</p> <p>Keen to undertake training and expand knowledge</p>	<p>Higher level education.</p> <p>Vocational qualifications</p> <p>Safeguarding</p> <p>First Aid</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
Special Knowledge & Skills	<p>Good oral and written communication skills</p> <p>Accuracy</p> <p>Good people and listening skills</p> <p>Good understanding of data protection regulations</p>	<p>Knowledge of the creative industries sector</p>	<p>Application Form</p> <p>Interview</p>
Additional attributes	<p>Self-motivated, enthusiastic, and positive 'can do' attitude</p> <p>Highly observant and good attention to detail</p> <p>Ability to work under pressure and solve problems</p> <p>Good time management/able to meet deadlines</p>	<p>Flexibility and ability to respond to changing demands</p>	<p>Interview</p> <p>References</p>

	Discrete and trustworthy		
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September 2021

