**Person Specification**

***The following skills are essential for the post.***

Proven experience in office administration/reception

Organisational skills

Experience of mail handling

Experience of Microsoft office

Experience of dealing with the public

Experience of telephone duties

The ability to work on your own initiative and to prioritise workload

Experience of minute taking

An appreciation of the need for and ability to work in a confidential manner

A clear commitment to equal opportunities

***The following skills are desirable***

Experience of working with/in the voluntary sector or in a community setting.