

## PERSON SPECIFICATION



**JOB TITLE: Bexley Voice – Information and Communication Administrator**

EXPERIENCE OF:	
Issues and concerns that affect families who have disabled children	E
Working within more than one team at a time and with teams of volunteers and paid staff.	D
Working with a range of health, social care professionals or voluntary/community sector organisations	D
Maintaining a website	D
Maintaining a database	D
Working in a Framework of Confidentiality and with access to sensitive personal data	D
Working independently, with an ability to work proactively, making decisions as appropriate whilst prioritising workload.	E
Dealing with the general public, handling telephone and face to face queries and signposting.	D
Admin/ Office work	E
Multitasking	D

## PERSON SPECIFICATION



SKILLS AND KNOWLEDGE	
Ability to work independently, on own initiative and to be self-motivated	E
Confidence to seek advice/input, question, clarify and make suggestions when necessary	E
Ability to work in confidential environment	E
Demonstrate commitment to BV values and all BV Policies	E
Flexible approach to working hours and duties	D
Enthusiasm, with a positive 'can do' attitude.	E
Confident, helpful and professional telephone manner	D
A desire to share information and work collaboratively	E
Understanding of SEND Reforms/Bexley SEND Statutory Services/3 <sup>rd</sup> sector support available. (understanding of Bexley's Local Offer and what it has to offer)	D
Strong team working skills.	D
Effective time management skills	E
Good Report Writing skills – for a range of audience, including use of statistics	D
Good Record Keeping Skills	E
Excellent IT skills (word/excel/power point) websites and mailchimp.	D
A good level of English spelling and grammar, numeracy, and attention to detail.	E
Excellent Interpersonal skills – the ability to communicate clearly with a wide range of people, including parents, Social Workers, Health Professionals and colleagues from other voluntary and statutory teams.	E
Excellent organisational skills/ability to prioritise work appropriately.	E
Ability to work from a range of locations across the borough.	D
Attention to detail and maintaining a high level of accuracy when producing documents.	D

D = Desirable

E = Essential