**Training Administrator Person Specification:**

(E = Essential / D = Desirable / A = Application / I = Interview)

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| **Experience** | 1. Experience in an administrative role to include some/all of the following:    * Responding to e-mail, phone and verbal enquiries    * Maintaining databases and CRM’s    * Inputting information and collating monitoring    * Creating written reports for Manager’s/ Funders    * Communicating with people across a wide variety of roles and sectors    * Providing day-to-day support to a busy delivery environment, including communications, organising booking systems, problem solving and responding to enquiries. 2. Experience working in the    * domestic and sexual abuse and/or    * advocacy sectors    * Third or statutory sector | D  D | A/I  A |
| **Skills & Knowledge** | 1. Excellent communication skills    * Professional, clear verbal communication    * Professional, clear written communication 2. Organisational skills    * Planning    * Prioritising competing needs 3. Teamwork    * Able to work as part of a team    * Strong partnership skills 4. Working knowledge of using IT/social media tools:    * Word Packages    * Eventbrite    * Zoom    * Teams 5. Knowledge of the effects of domestic and sexual abuse issues on individuals, children, families and society. | E  E  E  E  E | A/I  A/I  A/I  A/I  A/I |
| **Personal Qualities & Attributes** | 1. Enjoys creative thinking and generating ideas 2. Willingness to take on new challenges and responsibilities 3. Collaborative and supportive attitude in a team 4. A commitment to ending domestic abuse and all forms of violence against women and girls and willing to challenge stereotyping, prejudice, discrimination and bias | E  E  E  E | A/I  A/I  A/I  A/I |
| **Other requirements** | 1. Happy and able to travel across Nottinghamshire and sometimes further afield. 2. Able to work occasional evenings and weekends | E  E | A  A |