**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
 | DD | A/IA |
| **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.
 | EEEEE | A/IA/IA/IA/IA/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
 | EEEE | A/IA/IA/IA/I |
| **Other requirements** | 1. Happy and able to travel across Nottinghamshire and sometimes further afield.
2. Able to work occasional evenings and weekends
 | EE | AA |