

### Training Administrator Person Specification:

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

<b>Experience</b>	<ol style="list-style-type: none"> <li>Experience in an administrative role to include some/all of the following: <ul style="list-style-type: none"> <li>Responding to e-mail, phone and verbal enquiries</li> <li>Maintaining databases and CRM's</li> <li>Inputting information and collating monitoring</li> <li>Creating written reports for Manager's/ Funders</li> <li>Communicating with people across a wide variety of roles and sectors</li> <li>Providing day-to-day support to a busy delivery environment, including communications, organising booking systems, problem solving and responding to enquiries.</li> </ul> </li> <li>Experience working in the <ul style="list-style-type: none"> <li>domestic and sexual abuse and/or</li> <li>advocacy sectors</li> <li>Third or statutory sector</li> </ul> </li> </ol>	D	A/I
<b>Skills &amp; Knowledge</b>	<ol style="list-style-type: none"> <li>Excellent communication skills <ul style="list-style-type: none"> <li>Professional, clear verbal communication</li> <li>Professional, clear written communication</li> </ul> </li> <li>Organisational skills <ul style="list-style-type: none"> <li>Planning</li> <li>Prioritising competing needs</li> </ul> </li> <li>Teamwork <ul style="list-style-type: none"> <li>Able to work as part of a team</li> <li>Strong partnership skills</li> </ul> </li> <li>Working knowledge of using IT/social media tools: <ul style="list-style-type: none"> <li>Word Packages</li> <li>Eventbrite</li> <li>Zoom</li> <li>Teams</li> </ul> </li> <li>Knowledge of the effects of domestic and sexual abuse issues on individuals, children, families and society.</li> </ol>	E	A/I
<b>Personal Qualities &amp; Attributes</b>	<ol style="list-style-type: none"> <li>Enjoys creative thinking and generating ideas</li> <li>Willingness to take on new challenges and responsibilities</li> <li>Collaborative and supportive attitude in a team</li> <li>A commitment to ending domestic abuse and all forms of violence against women and girls and willing to challenge stereotyping, prejudice, discrimination and bias</li> </ol>	E E E E	A/I A/I A/I A/I
<b>Other requirements</b>	<ol style="list-style-type: none"> <li>Happy and able to travel across Nottinghamshire and sometimes further afield.</li> <li>Able to work occasional evenings and weekends</li> </ol>	E E	A A