

## PERSON SPECIFICATION

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### Skills, Knowledge and Experience

#### Essential

- Enthusiastic with a commitment to learn.
- At least 2 years' experience of working in an administrative role.
- Ability to work effectively and accurately, meeting deadlines and maintaining a high level of commitment through self-motivation, prioritising workload and organising time systematically.
- Experience and skilled in using Microsoft Office applications, primarily Word, Excel, Access and PowerPoint and a familiarisation with using social media applications.
- The ability to take a customer focused approach, meeting the needs of customers through efficient and high standards of work and excellent communication skills.
- Ability to adapt interpersonal style to suit different people or situations, including individuals and groups from diverse backgrounds.
- Ability to adjust and adapt to changing circumstances – accepting new ideas and initiatives.
- Adaptability and initiative to take on additional tasks and look for opportunities to improve operations where appropriate.
- Experience in minute taking.
- A strong attention to detail, with the ability to accurately input information into programme databases and spreadsheets.
- Ability to undertake research, analyse data and produce reports.
- A team player who works co-operatively and flexibly with others in both the immediate and wider team, facilitating ways of joint working.
- A full driving licence and access to a reliable vehicle or be able to efficiently travel for course of your duties, across the UK. The role will involve travel across the designated health board area to attend meetings and events.

#### Desirable

- Experience of working in a community regeneration capacity.
- Experience of working with community groups, voluntary organisations and social enterprises.
- An understanding of the challenges faced by former mining communities.
- Ability to communicate in Welsh.

***Please note the Trust is committed to safeguarding and promoting the welfare of all individuals; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children/young people and adults at risk. This role is subject to a satisfactory enhanced DBS check.***