STILTON PARISH COUNCIL

PAVILION ADMINISTRATOR – PERSON SPECIFICATION

	Essential	Desirable	How identified
Education/Qualifications	• Good level of numeracy, literacy and computer skills including social media	• Sales or marketing experience	• During probationary period

ESSENTIAL

Experience	Knowledge	Skills & Abilities	How Identified
Administration experience	• Able to demonstrate a knowledge and understanding of the use of effective administration systems, procedures, and good practice.	• Manage own workload • Meet deadlines • IT Literate	Application/interview/reference
Working with the public	• Good verbal and written communication skills	• Listening to people • Giving instructions • Prepare reports • Dealing with problems and complaints	Application/interview/reference
Experience in the management of facilities that are open to the public	• Willingness to undertake training in running a community building	• Experience in facilities management	Application/interview/reference

DESIREABLE

Understanding of legal, statutory, and other provisions governing or affecting the running of the Pavilion	• Willingness to understand the role of the Parish Council and the Pavilion within the wider community	• Undertake training to fulfil the needs of the role	Application/interview/reference

OTHER REQUIREMENTS

Essential	Desirable	How identified
Driving licence and access to a vehicle		Interview
Occasional evening and weekend work	A flexible approach to working patterns	Interview
Undertake training when required		Interview