



## PERSON SPECIFICATION – CARERS HUB ADMINISTRATOR

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS / EDUCATION</b>	<ul style="list-style-type: none"> <li>Relevant qualification in IT skills from school or college.</li> </ul>	
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>Experience of social care setting gained via lived-experience, volunteering or employment (not essential)</li> </ul>
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good time management – ability to manage and prioritise competing demands on time</li> <li>Resourceful and pro-active in finding solutions</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of database/data management systems and willingness to improve technical skills</li> <li>A working understanding of safeguarding practices including equality &amp; diversity, information sharing, confidentiality and health &amp; safety in the workplace</li> <li></li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Clear written and spoken communication</li> <li>good working knowledge of Outlook and Microsoft Office suite</li> <li>Understanding of the importance of confidentiality, and boundaries at all times.</li> <li>Good interpersonal skills and the ability to communicate sensitively with a diverse range of people with different life experiences and backgrounds.</li> </ul>	
<b>PERSONAL ATTRIBUTES &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Appreciation of the value and purpose of Glasgow East End Community Carers</li> <li>Ability to focus on your own workload and to work with others as part of a team</li> <li>Responsible and professional manner</li> <li>Enthusiastic and helpful nature to carry out tasks as required</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate initiative and a can-do attitude</li> <li>Genuine interest in working within a team that is committed to improving the lives of others</li> <li></li> </ul>

	<p>to support Organisation, Manager and colleagues.</p> <ul style="list-style-type: none"> <li>• An empathetic and caring approach to sensitive issues faced by carers and ability to gain trust of others</li> <li>• Strong, personal motivation and pride in producing high-quality admin work</li> <li>• Open to professional development and ongoing training opportunities.</li> <li>• Flexibility and willingness to embrace change</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Membership of the PVG Scheme for work with Adults and Children</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence and access to a car for occasional work use</li> </ul>