



Person Specification

Support Service Administrator

Criteria	Essential The qualities without which a candidate could not be appointed	Desirable Extra qualities can be used to choose between candidates who meet all the essential criteria	How assessed e.g. application form, interview, exercises etc
Knowledge and understanding	<p>A commitment to working within a single sex, women only environment.</p> <p>Knowledge of data protection and confidentiality.</p> <p>Knowledge of office procedures and health and safety compliance.</p> <p>.</p>	<p>Knowledge and understanding of issues of service provision across the Lothians.</p> <p>A clear understanding of the impact of trauma on the lives of sexual violence survivors.</p>	Application form and interview
Skills and abilities	<p>Excellent organisational skills</p> <p>Excellent written and verbal communication skills</p> <p>Can do attitude and experience in managing multiple tasks and priorities under pressure.</p> <p>High level of integrity and discretion</p>	IT skills	Application form and interview.
Experience	<p>Minimum of 2 years' proven experience working in an environment supporting/working with vulnerable people.</p>	<p>Experience managing petty cash and ordering office supplies.</p> <p>Experience in assisting with organising events.</p>	Application form and interview.

	<p>Experience managing and maintaining accurate records, databases and filing systems</p> <p>Experience of handling confidential and sensitive information appropriately.</p> <p>Experience of the day to day requirements of running an office/service, co-ordinating building and equipment needs.</p>		
Qualifications		Relevant business, IT or admin qualification	Application form and interview.