

PERSON SPECIFICATION - GCAV Insight & Admin Officer

<u>Knowledge/Experience</u>	<u>Essential/ Highly Desirable/Desirable</u>
Experience of working with the public and people with lived experience	E
Experience of working with unpaid carers/knowledge of carers rights	HD
Experience of engaging with people with differing communication needs	HD
Experience of administrative duties, diary management, note taking etc.	HD
Experience of organising events	HD
Experience of facilitating meetings/events/discussion groups	HD
Networking and partnership building	HD
Working with volunteers and community groups	D
Experience of writing content for websites and social media	D
Experience of using qualitative and quantitative research	D
<u>Skills and Abilities</u>	<u>Essential/ Highly Desirable/Desirable</u>
Able to relate to a diverse range of people	E
Excellent presentation and written skills	E
Ability to work with external stakeholders	E
Organised, able to prioritise, with excellent time management skills	E
Well-developed IT skills / knowledge of Microsoft 365	E
Problem solving/analytical skills	E
Ability to work independently, as part of a team and through others	E
<u>Personal Qualities</u>	<u>Essential/ Highly Desirable/Desirable</u>
Desire to improve services based on feedback from the public	E
Enjoys working as part of a team	E
Flexible	E
Confident, Outgoing, persuasive and enthusiastic	E
Attention to detail	E
<u>Values</u>	<u>Essential/ Highly Desirable/Desirable</u>
Adaptable	E
Tenacious	E
Creative	E
Commitment to equality and diversity	E
Adaptable	E

The role is a mix of office and home-based working. Possession of valid UK driver's licence and able to travel within Surrey using own vehicle is required.