

PERSON SPECIFICATION

JOB TITLE: Assistant to the Creative Programmer (Yorkshire) for London 2012

SALARY: £20,000pa

| | Essential | Desirable |
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| Training, Experience & Qualifications | Can demonstrate previous experience of assisting with organising events / seminars / meetings | RSA qualification (or equivalent) in word processing / spreadsheets / databases |
| | Can demonstrate previous experience of maintaining administrative systems within an office environment | Previous experience of taking minutes for a meeting |
| | Can demonstrate previous experience of database inputting and management of information | |
| Knowledge & Skills | Knowledge of the cultural or sporting sector from a background either in arts, museums, heritage, media, creative industries or sports development | Knowledge of the Yorkshire region |
| | Good written and verbal communications skills | Experience of working within the public sector |
| | Fluent on all Microsoft office packages, able to work quickly and easily with databases | |
| | Knowledge of web-based technology and its purposes | |
| | Excellent telephone manner / frontline communication skills; ability to direct and respond to enquiries effectively and assertively | |
| | Ability to manage time and priorities effectively and understand priorities of colleagues | |
| | Able to work on own initiative whilst working accurately and efficiently to direction and delegation | |
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| | Able to take on complex contextual information quickly and understand relative priorities | |
| Interpersonal Skills | Able to adapt quickly to, and integrate with, a small team, a busy office and flexible working patterns | |
| | Good oral & written communication skills; an ability to communicate well with a range of people, including senior public and private sector directors and manager, MPs, Councillors and the general public | |
| | Tact, diplomacy and discretion – and understanding of where such principles are critical within the political environment | |