

Person Specification

Community Services Assistant

	Essential Attributes	Desirable Attributes
1. Qualifications	English and Maths qualifications equivalent to GCSE grades A-C	Marketing or events experience
	Level 3 qualification equivalent to A level	First Aid in the workplace
2. Relevant experience	Experience of working in a customer focused environment	
	Administration	
3. Skills and Abilities	Excellent communication skills both oral and written – with the ability to respond promptly to telephone and email enquires	Knowledge of IT systems and networks
	Prepare documents following standard formats and templates, following daily work instruction	Knowledge of the health and safety aspects of events
	Excellent time management and organisational skills	
	Ability to develop and sustain positive relationships	
	Ability to work as part of a team and to represent Flitwick Town Council professionally at all times	
	Computer literate to include use of Microsoft Office, including Microsoft Publisher	
	Must be able to work under pressure	
	Ability to multi task and prioritise work load	
	Must either hold a Full UK driving licence and have access to a car or be working towards passing driving test.	
4. Personal attributes	Must be flexible with regard to working hours, as the role requires some evening and weekend working	
	Good attention to detail to ensure all details are covered	
	Positive and pro-active approach to work with the ability to find solutions to problems	
	Confident and self-motivated	
	Ability to adapt to organisational changes	

