

**JOB SPECIFICATION**

**POST: Assistant Administrator**

FACTOR	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
<p><b>EDUCATION &amp; QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• 5 GCSE's (A-C) to include English Language &amp; Mathematics or equivalent.</li> </ul>	<p>Application form. Certificates.</p>	<ul style="list-style-type: none"> <li>• A recognized ICT qualification such as ECDL or equivalent.</li> </ul>	<p>Application form. Interview.</p>
<p><b>EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Two years administrative experience.</li> <li>• Experience and knowledge of Information Technology for admin purposes.</li> <li>• Experience of minute taking.</li> </ul>	<p>Application form. Interview.</p> <p>Application form. Interview.</p> <p>Application form. Interview.</p>	<ul style="list-style-type: none"> <li>• Financial administration experience.</li> <li>• Previous experience working within a care/support environment.</li> </ul>	<p>Application form. Interview.</p> <p>Application form. Interview.</p>

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Excellent communication skills (verbal &amp; written).</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Ability to work under pressure and work to deadlines.</li> </ul>	<p>Interview.</p> <p>Application form. Interview.</p> <p>Application form. Interview.</p> <p>Application form. Interview.</p>	<ul style="list-style-type: none"> <li>• Experience of working with online databases and systems.</li> </ul>	<p>Application form. Interview.</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly.</li> <li>• Enhanced Disclosure check to be carried out.</li> </ul>	<p>Interview.</p>	<ul style="list-style-type: none"> <li>• Knowledge of Omagh Women's Aid and it's work.</li> </ul>	<p>Interview.</p>

**Please note – The above criteria may be enhanced to facilitate short listing**