

# Person Specification – Administrator

---

## Person Specification

### Essential

- Ability to build effective working relationships with a variety of organisations and people
- An understanding of mental health and wellbeing
- Ability to prioritise own workload and manage time effectively
- Understanding of confidentiality and its importance
- Good verbal and written communication skills
- Working knowledge of IT packages, such as Word and Excel
- Good interpersonal and listening skills
- Prepared to work flexible hours at a variety of locations
- Ability to be adaptable; to think and act in a flexible manner and be emotionally resilient.
- Empathetic, enthusiastic, organised and outgoing

### Desirable

- Car driver with own transport
- Understanding of social media
- Comfortable with the Christian ethos of Communicare in Southampton