**Person Specification – Assistant Coordinator**

**Essential**

* GCSE English & Maths at grade C/level 4 or above
* Ability to build effective working relationships with a variety of people
* Confident using the telephone as a primary means of communication
* 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
* In sympathy with the Christian ethos of Communicare in Southampton
* Prepared to work flexible hours
* Empathetic, enthusiastic, passionate, caring and outgoing

**Desirable**

* Ability to work independently and manage time effectively
* Ability to use online means of communication, such as Zoom
* Understanding of social media