Person Specification

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|  | **Essential (E) or Desirable (D)?** | **Assessed by Application, Interview or Test?** |
| **EDUCATION AND QUALIFICATIONS:** |  |  |
| GSCE (or equivalent) in Maths and English | (E) | Application |
| Undergraduate degree or equivalent | (D) | Application |
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| **EXPERIENCE:** |  |  |
| Experience of dealing with members of the public, both face to face and over the phone. | (E) | Application/Interview |
| Experience of managing budgets and financial planning. | (E) | Application/Interview |
| Experience of supervising staff. | (E) | Application/Interview |
| Experience of managing a complex diary. | (E) | Application/Interview |
| Experience of campaigning. | (D) | Application/Interview |
| Experience of updating and maintaining a database. | (D) | Application/Interview |
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| **SKILLS, ABILITIES AND KNOWLEDGE:** |  |  |
| Ability to manage and prioritise a demanding workload. | (E) | Application/Interview |
| Ability to maintain financial accounts and undertake budget forecasting. | (E) | Application/Interview |
| Ability to draft letters, articles, correspondence and copy to a high standard. | (E) | Application/Interview/Test |
| Excellent attention to detail. | (E) | Application/Interview/Test |
| Ability to summarise complex information. | (E) | Application/Interview/Test |
| Ability to communicate effectively with constituents and other stakeholders. | (E) | Application/Interview/Test |
| Proficiency in Microsoft Office suite of programs, including Excel. | (E) | Application/Interview/Test |
| Proficiency in Microsoft Sharepoint. | (E) | Application/Interview/Test |
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| **VALUES, ATTITUDES AND QUALITIES:** |  |  |
| Problem solving, proactive approach. | (E) |  |
| Commitment to the aims and values of the Labour Party. | (D) | Application/Interview |
|  |  | Application/Interview |
| **ANY OTHER RERQUIREMENTS:** |  |  |
| Driving licence and access to a car | (D) | Application/Interview |