



Person Specification Training Coordinator

PERSON SPECIFICATION	
REQUIREMENT	ESSENTIAL/DESIRABLE
• Experience of general office practice	E
• Excellent English verbal and written communication skills including the ability to relate to people at all levels	E
• Excellent communication skills – both email and telephone	E
• Intermediate or above knowledge of Microsoft Office particularly Word, Excel and Outlook and Skype	E
• Able to type to 50 wpm minimum	D
• Able to produce minutes of meetings and conference calls and prepare reports which are accurate and well presented	E
• Ability to effectively prioritise, excellent organisational and administrative ability with attention to detail	E
• Ability to use initiative and to work well under pressure/to deadlines and work remotely	E
• Able to work with a wide range of staff and be sensitive to service users	E
• Able to keep track of finances – budgets, expenses and invoicing	E
• Experience of developing and maintaining administrative systems	E
• Experience of working with confidential material	E
• Understanding/experience of Adoption	D
• A commitment to PAC-UK's mission statement and values	E
• A commitment to working within PAC-UK's anti-discriminatory/Equal Opportunities framework	E
• Ability to occasionally work flexible hours (i.e. out of usual office hours)	D
• Ability to occasionally travel within England and on occasions be away overnight	E
• Educated to GCSE standard in English and Maths	E
• A good general education to degree level or equivalent	D
• Hold a relevant qualification e.g. in Business & Administration	D