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| **Job Title** | Receptionist |

**Personal Specification**

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| **Attainments** | Please address each of the following when applying for this position. |
| **Essential Criteria** | * Have excellent verbal and written communication skills. * Possess a minimum of 5 GCSE (Grade C or above) two of which must be in Maths & English. * Previous significant experience in a similar role or a role with high levels of public engagement. * IT skills – Microsoft Office suite. |
| **Desirable Criteria** | * Experience and knowledge of the community and voluntary sector. * Commitment to supporting the local community. |
| **Special Aptitudes** | * Friendly, courteous, sensitive and responsive. * Efficient and reliable. * Ability to work as part of a team. * Have a high level of organisational skills. * Telephone answering and computer skills. * Dependable. * Punctual. * Ability to work under own initiative. |
| **Disposition** | * To work within the aims and objective of the DiverseCity Community Partnership. * The ability and willingness to work flexible and unsocial (evening & weekend) hours. |