



## MARAC ADMINISTRATOR

### Selection Criteria

Selection Criteria are the skills, abilities, knowledge, experience and/or qualifications required to be able to carry out the duties of this post.

Please, therefore, **address each criterion listed below, specifically and clearly**, drawing upon all of your experience, whether it has been gained at home, work or on a voluntary basis.

Requirements	Essential/ Desirable
1. Excellent time management skills and ability to organise work effectively, prioritise competing tasks and to produce work accurately and to tight deadlines	E
2. Ability to work on own initiative and with a minimum of supervision	E
3. Good written and oral communication skills and interpersonal skills, in particular in dealing with telephone and email enquiries	E
4. Understanding of confidentiality issues and information sharing and proven ability to maintain confidentiality and be discreet at all times	E
5. Excellent IT skills including use of Word, Excel, Outlook, PowerPoint and some experience of databases	E
6. Demonstrable experience taking accurate, detailed minutes at fast-paced meetings, copying, typing and laying out documents to high standards	E
7. Commitment to team members, the work team and the organisation's values and ethos	E
8. Understanding of domestic violence issues and risk management	D
9. Flexibility to perform ad hoc duties and support other staff members with activities as required	E
10. A commitment to equal opportunities and an understanding of how this would be applied in this post	E