



Reaching out Across Durham Business Support Officer

Form 2
Identifica

	Essential	Desirable	I = Interview A = Application Form
Education & Training			
NVQ Level 3 or equivalent qualification in Administration or Business	●		A
NVQ Level 4 or equivalent qualification in a relevant discipline		●	
Degree level qualification in relevant subject or equivalent level qualification		●	A
Level 3/Advanced IT qualifications		●	A
Commitment to continuous professional development	●		A
Skills/Competencies			
Excellent IT Skills, proficient in Word, Excel, Publisher, Access and Powerpoint	●		A&I
Strong verbal and written communication/interpersonal skills with the ability to communicate in a professional manner at all times	●		A&I
Action orientated and methodical approach to achieving targets and deadlines	●		A&I
Meticulous attention to detail and proven ability to consistently follow and apply procedures	●		A&I
Experience of minute taking and providing support at meetings	●		A&I
Collaborative team working skills, evidence of successfully operating in multi-disciplinary teams	●		A&I
Competent in managing a range of priorities and demands	●		A&I
Experience			
At least 3 years' experience of working in a busy office environment providing efficient and effective support	●		A&I
Experience of working with administrative systems and procedures	●		A&I

Experience of marketing, communication, social media and liaising with press contacts	•		A&I
Experience of working in partnership with other organisations, maintaining strong communication links with commissioners, stakeholders and service users.	•		A&I
Knowledge			
A clear understanding and appreciation of PCP's mission, aim and core value		•	A
Knowledge of data protection, information governance and relevant legislation		•	A&I
Knowledge and commitment to equality and diversity best practice	•		A&I
Personal Qualities			
Fast learner, flexible and reliable	•		
High degree of personal integrity and an ability to maintain confidentiality	•		A&I
Ability to manage own workload and work autonomously with minimal supervision	•		A
Capable of working to tight and often changing timescales	•		A
Ability to work well to strict deadlines and have a high capacity for work	•		A&I
Other Requirements			
Ability to independently travel across County Durham	•		A