

Personal Specification – Safeguarding & Safer Recruitment Administrator

PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

Skills and Attributes

Be able to:

- Pick up new processes quickly and promote them
- Handle competing priorities and work under pressure
- Build and maintain relationships
- Work as part of a team
- Work on own initiative
- Maintain high level of confidentiality
- Analyse statistical data for reporting purposes
- Be flexible with working pattern to include evening and weekends when necessary

Have good:

- IT skills
- Interpersonal skills