

<b>Person Specification</b>	<b>Cartwheel Arts</b>
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<b>Post Title</b>	Admin and Communications Officer – 15 hours per week
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<b>Salary - PAYE</b>	£22,183 pro rata (15/37 hours) plus employer pension contribution (7.5%). 30 days holiday, plus bank holidays, pro rata.
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	<b>Selection criteria</b>	<b>How assessed</b>
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<b>Experience and Knowledge</b>		
Essential	<ul style="list-style-type: none"> <li>Working as an administrator for at least 1 year</li> <li>Experience of team working</li> <li>Understanding of and interest in the arts</li> <li>Understanding / experience of publicity needs for a small company</li> <li>Experience and enthusiasm for social media planning and managing accounts</li> </ul>	Application and interview  Application and interview Application and interview  Application and interview Application, interview and exercise
Desirable	<ul style="list-style-type: none"> <li>Knowledge of video and image editing software.</li> <li>Experience of working in a marketing and communications environment.</li> <li>Knowledge of servicing a Board of Trustees</li> </ul>	Application and interview  Application and interview  Application and interview
<b>Skills and abilities</b>		
Essential	<ul style="list-style-type: none"> <li>Able to work on your own initiative, to prioritise and work to deadlines</li> <li>Excellent computer skills, including Microsoft Office and databases</li> <li>Excellent verbal and written communication</li> <li>Attention to detail</li> </ul>	Application and interview  Application and exercise  Application, interview and exercise Application and interview
Desirable	<ul style="list-style-type: none"> <li>Minute taking</li> </ul>	Application and interview

<b>Personal Qualities and Commitments</b>		
Essential	<ul style="list-style-type: none"> <li>• Commitment to continued personal and team development</li> <li>• Commitment to Cartwheel's <a href="#">core mission, vision and values</a></li> <li>• Commitment to supporting our <a href="#">Anti-Discrimination Statement</a></li> <li>• A confident, outgoing and highly motivated approach to the job</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<b>Work circumstances</b>		
	<ul style="list-style-type: none"> <li>• Based at the Cartwheel office in Heywood</li> <li>• Visiting projects on site when necessary</li> <li>• A willingness to occasionally work unsocial hours when required (including 2-3 regular evening meetings per quarter)</li> <li>• Representing the company away from the office when necessary</li> <li>• Casual car user allowance is payable</li> <li>• Appointment subject to an Enhanced DBS check</li> <li>• Cartwheel operates a strict no smoking policy</li> </ul>	<p>All Interview</p>