

Person Specification – Corporate Services Officer August 2025

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| **Criteria** | **Essential** | **Desirable** |
| Excellent communication and development skills |  |  |
| Customer centred approach, flexible, confident and assertive manner |  |  |
| A methodical and flexible approach to organising and prioritising a varied workload |  |  |
| IT skills to enable and drive improvements to IT within the organisation  |  |  |
| Ability to meet demanding personal and team targets and deadlines |  |  |
| Knowledge and understanding of data protection and freedom of information legislation  |  |  |
| Ability to form effective working relationships with staff, members, committee and customers |  |  |
| Ability to work well as part of a team, working and liaising with colleagues in a friendly and supportive manner. |  |  |
| Experience in delivery of a corporate support role |  |  |
| Willingness to take responsibility and make decisions |  |  |
| Possession of a relevant professional qualification or knowledge and experience at an equivalent level |  |  |
| Experience or supporting governance structures or company secretariat role |  |  |
| Experience in supporting change within a team or organisation |  |  |
| Experience of improving service delivery |  |  |
| Experience of using Homemaster  |  |  |
| Hold a driving license and have use of a car , insured for business use during the working week |  |  |
| Flexibility to work out-with office hours e.g. attend evening meetings (\*TOIL will be given for all out of office meetings) |  |  |