



Moseley Exchange Assistant Person specification

Education:

Essential:

- Educated to at least A level standard or similar.

Desirable

- Ideally a background/knowledge of new media and communications

Previous experience

- Experience of working in the creative industries / Arts sector.
- Experience of delivering a high quality services to customers in a small business
- Experience of working in a “front of house” situation
- An understanding of the voluntary/charity sector
- Successful experience of working with volunteers.

Skills and Abilities

Essential

- Excellent communication/interpersonal skills including the ability to communicate with a wide variety of people, verbally and through written communication
- An excellent knowledge, skills and interest in information technology and new media, in particular skills in Web design, Blogs, computer networks, Linux and open source software.
- Excellent organisational, planning and time management skills
- Ability to work both independently and as part of a team

Desirable

- A willingness to work within the Charity's strategic priorities
- Ability to work under pressure and to tight deadlines
- A good knowledge of Moseley.
- Willing to undertake training as necessary