

## Person Specification for Gig Buddies Cymru Project Support Coordinator

Section	Job Criteria		Assessment Method	Essential or Desirable
<b>Qualifications</b>	1.	Good literacy and numeracy skills.	Application	Essential
<b>Knowledge and Experience</b>	2.	Experience of providing high level administrative support.	Application Interview Probation	Essential
	3.	Proficient in using Microsoft 365 and the confidence and ability to adapt quickly to new systems/software.	Application Interview Probation	Essential
	4.	Confident in using a variety of digital and social media platforms.	Application Interview Probation	Essential
	5.	Understanding of good quality accessible information/easy read for people with a learning disability. Or Experience of producing information in plain English	Application Interview Probation	Desirable
	6.	Understanding of the barriers that face people with a learning disability and/or autism.	Application Interview	Desirable
<b>Skills, Awareness, Abilities and Attitude</b>	7.	Highly motivated with good organisational skills and ability to work on own initiative.	Application Probation	Essential
	8.	Excellent written and oral communication skills	Application Probation	Essential
	9.	Ability to engage with a range of people and make an effective contribution to the team.	Application Interview Probation	Essential
<b>Other</b>	10.	Ability to speak/write in Welsh.	Application Form	Desirable
	11.	Ability to work flexibly.	Application Form	Desirable