



Person Specification

Experience and Qualifications	Desirable	Essential
Experience of working in the Voluntary or Community Sector	✓	
Skills and Knowledge		
Awareness and understanding of the needs of a range of residents living in Newham		✓
Excellent communication skills		✓
Excellent computer skills		✓
Ability to manage pressure and competing demands		✓
Attributes		
A people person, able to build strong relationships at all levels.		✓
Self-motivated and enthusiastic with the ability to work on own initiative		✓
A good team player with a willingness to be flexible and adaptable		✓
Creative thinker with the ability to motivate others		✓
An ability to handle sensitive and confidential information with discretion, tact and diplomacy		✓
Highly organised and able to prioritise workloads		✓
Flexible approach to problem solving		✓