

Person Specification

Job Title	Housing Administrator/Compliance Officer
Salary	£30,599 pro rata
Location	Preston Road Women's Centre
Weekly Hours	21

An Equal Opportunity Employer

Winner, The Preston Road Women's Centre Ltd, positively welcomes applications from all sectors of the community. This post is women-only and is exempt under the Equalities Act 2010 sect 19

Attributes:	Essential	Additional/Useful	How identified
Skills and knowledge	<p>Keyboard skills, computer literate. Knowledge MS office Suite and other software as applicable</p> <p>Knowledge of the legislation regarding compliance with Gas safe, ECIR and EPC regulations and certification</p> <p>Able to work on own initiative and as part of a team</p> <p>Ability to work to deadlines</p> <p>Excellent communication and network skills</p> <p>Organised and methodical in approach to work</p> <p>Excellent time management skills</p>	<p>Understanding of women's issues</p> <p>Knowledge of housing legislation</p>	<p>Application form</p> <p>Interview</p>
Qualifications:	Good standard of numeracy and literacy	L2 in maths and English or office practice ECDL level 2	<p>Application form</p> <p>Interview</p>
Training:	IT Skills MS office products		Application form
Experience:	<p>Experience in housing specific administrative and clerical support</p> <p>Experience of taking minutes</p>	Experience of working with members of the public	<p>Application form</p> <p>Interview</p>
Personal	Achieves through co-		Interview

Qualities:	operation		
Other requirements:	Ability to prioritise and manage own workload Ability to work effectively within a team		Interview