

TORPOINT TOWN COUNCIL PERSON SPECIFICATION

Community Hub and Library Support Assistant		
Sp. pt. 4-6		
	Essential	Desirable
1. Educational qualifications	Five GCSE passes (A-C) or equivalent including English and Maths.	"A" level qualification or equivalent, Food Hygiene qualification.
2. Work Experience	<p>Experience of working in a customer facing role.</p> <p>Recent office knowledge, based in an administration role.</p> <p>Experience of handling cash and payment transactions.</p>	<p>Experience of administering social media.</p> <p>Experience of working in a library or similar environment.</p> <p>Experience of event organisation.</p>
3. Skills and aptitude	<p>Full commitment to training and CPD.</p> <p>Good analytical skills and attention to detail.</p> <p>Excellent ICT skills.</p> <p>Good interpersonal skills.</p> <p>Confidence and ability to work as part of a team.</p>	Ability to adapt to using Cornwall Council's library software.
4. Motivation	<p>Able to establish and maintain good relationships with Councillors, staff and members of the public.</p> <p>Self-motivated with the ability to multi-task with the confidence to complete tasks with minimal supervision.</p> <p>Excellent organisational and communication skills.</p> <p>Trustworthy.</p>	
5. Other	Willingness to work evenings and weekends.	Full clean driving licence.