



VENTNOR TOWN COUNCIL



PERSON SPECIFICATION

BUSINESS AND VOLUNTARY SECTOR
OFFICER

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE

ASSESSED BY

1) Excellent numerical, verbal and written communication skills

2) Positive, reliable and professional attitude at all times

3) Team player

4) Attention to detail

5) Approachable and knowledgeable

6) Able to work to tight deadlines

7) Ability to solve problems and analytical skills

8) An understanding of confidentiality

9) Ability to converse diplomatically with Townspeople and clients

10) Experience with Microsoft 365

11) Willingness to work evenings and weekends sporadically

Application
form
& Interview

DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE

12) Familiarity with budgeting

13) Familiarity with line management
