**Befriending Administrator**

**Person Specification**

**Essential:**

* Good standard of written English
* Recent administrative experience
* Excellent customer service and telephone skills.
* Good written and oral communication skills.
* Ability to work independently and as part of a team
* Desire to learn and willingness to develop in the role.
* Organisational skills with the ability to handle a busy, varied workload and to cope with interruptions and changes.
* IT skills including Office 365 systems to produce letters, spreadsheets, reports, and maintain databases.
* Ability to be resourceful, research, gather and distribute information as necessary.
* Ability to promote WECIL and its services to clients and partner organisations.

**Desirable:**

* An understanding of the social model of disability.
* An understanding of a Befriending/Buddy volunteer model
* Experience working within administrative roles for volunteering projects.
* An understanding of the barriers faced by Disabled Children, Young People, and their families.

