

## LOLCIO Building Co-ordinator Personal Specification

### Relevant Experience

#### Essential

- Minimum of one years experience of a customer-facing role
- Strong organisational and multi-tasking Skills
- Minimum of one years experience working within an office environment and implementing effective office, administrative and IT systems.
- IT skills, including Microsoft Office and Google applications.
- Excellent verbal and written communication skills
- Ability to effectively manage and prioritise a varied workload
- A willingness and ability to work productively in a busy environment and deal with a wide range of queries and issues from a multi-cultural community, many for whom English is a second language.
- Ability to work independently and as part of a small team
- Experience of working with volunteers
- To be welcoming and approachable at all times
- A flexible approach to managing time, tasks and working hours.
- Understanding and commitment to implementing the centre's Equal Opportunities Policy

#### Desirable

- Familiarity and knowledge of the arts and leisure sector and / or community venues
- Exposure to facilities management and events management
- Experience of co-ordinating a growing organisation
- Experience of acting as secretary to a Board of Trustees
- Experience of managing booking systems
- Experience of updating websites
- Practical experience and knowledge of the voluntary and community sector gained either through work or volunteering
- A good local knowledge of our diverse community.