**Person Specification**

**WDC Position:** Centre Co-ordinator

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|  | **Essential** | **Desirable** |
| **Knowledge** |  |  |
| Awareness and understanding of the work of WDC |  | ✓ |
| Microsoft Office | ✓ |  |
| Adobe Indesign |  | ✓ |
| **Skills and Abilities** |  |  |
| Good interpersonal and communication skills with strong customer focused approach. | ✓ |  |
| High level of organisation and administrative skills. | ✓ |  |
| Ability to multi-task, prioritise workload and maintain confidentiality | ✓ |  |
| **Experience** |  |  |
| Previous experience of marketing and promotion, including social media | ✓ |  |
| Previous experience of working with volunteers | ✓ |  |
| Previous experience of working at a visitor centre and delivering interpretation to the general public |  | ✓ |
| Previous experience of event promotion and management |  | ✓ |
|  |  |  |
| **Qualifications/Education/Training** |  |  |
| Full drivers licence | ✓ |  |
| Own transport | ✓ |  |
| **Other requirements** |  |  |
| **Weekend work required – 1 in 3** | ✓ |  |