| **Person Specification – iIIRG Administration/Membership Liaison**  |
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| **Qualifications**  | **Essential** | **Desirable** |
| A developed knowledge of investigative interviewing, evidenced by an under-, and/or post-graduate degree in a relevant subject (or near to completion) or relevant work experience |  | ✔ |
| Vocational qualification in office administration, or working towards, or acommitment to achieving, such a qualification |  | ✔ |
| Member of the International Investigative Interviewing Research Group | ✔ |  |
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| **Experience and Knowledge** | **Essential** | **Desirable** |
| Previous relevant experience in an administrative role | ✔ |  |
| An awareness of Data Protection Acts |  | ✔ |
| Experience of setting up and co-ordinating meetings and experience of servicing committees, including event planning and co-ordination |  | ✔ |
| Management of setting up and maintaining filing systems | ✔ |  |
| Effective written and oral communication skills | ✔ |  |
|  |  |  |
| **Skills** | **Essential** | **Desirable** |
| Web design and web maintenance |  | ✔ |
| Ability to effectively prioritise workload to meet organisational deadlines | ✔ |  |
| Well-developed communication skills and interpersonal skills | ✔ |  |
| Excellent keyboard skills in particular, Microsoft Office including Word, Excel and Outlook | ✔ |  |
| Ability to work individually and as part of a team | ✔ |  |
|  |  |  |
| **Key Behaviours** | **Essential** | **Desirable** |
| Flexible and adaptable | ✔ |  |
| Self-motivated and proactive | ✔ |  |
| Determined and resilient | ✔ |  |
| High levels of confidentiality | ✔ |  |

The above person specifications will be assessed via application form and subsequent interview (if required). The successful candidate may be required to undergo a full Criminal Records Bureau check before starting.