

## ACCESS ENQUIRIES ASSISTANT

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level or qualified by relevant practical experience	
<b>Work Experience</b>	Relevant work experience, including administrative and communications tasks	Experience of outdoor sector
	Knowledge of access legislation	
	Extensive computer experience, including Microsoft Outlook, Word, Excel and Access	GIS experience Desktop publishing Experience of managing website content
	Experience of providing administrative support to team	Experience of working with volunteers
<b>Special skills and aptitudes</b>	Knowledge of a range of IT applications	Knowledge of data protection issues
	Good written and oral communication skills	
	Flexible and willing to learn new skills	
	Knowledge of outdoor access and recreation	
<b>Personal qualities</b>	Excellent interpersonal skills, and ability to handle a wide range of internal and external contacts professionally and tactfully.	
	Resourceful in finding solutions to problems	
	Ability to work on own and use initiative and to be part of a wider team	
	Ability to prioritise work and meet deadlines	