



PERSON SPECIFICATION

Job Title: Therapeutic Administrator
Responsible to: Director of Therapy and Training

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> A good general standard of education and a demonstrable ability to apply knowledge 	
Experience	<ul style="list-style-type: none"> Demonstrable administrative experience 	<ul style="list-style-type: none"> Demonstrable administrative experience in a voluntary or public sector organisation Demonstrable experience of communicating with a range of people both in person and over the telephone
Knowledge	<ul style="list-style-type: none"> Excellent working knowledge of Microsoft Office 	<ul style="list-style-type: none"> Basic knowledge and understanding of the reasons why families attend Dandelion Time
Skills and Abilities	<ul style="list-style-type: none"> Excellent organisational skills Ability to work independently and as part of a team Excellent IT skills Ability to work under pressure to meet tight deadlines without sacrificing quality Ability to recognise and respect confidentiality Excellent communication skills 	<ul style="list-style-type: none"> Ability to build and maintain constructive, professional relationships with staff, volunteers, families and referrers
Personal Qualities	<ul style="list-style-type: none"> Approachable and friendly personality Resilient, able to model good self-care 	<ul style="list-style-type: none"> A strong personal interest in and commitment to the mental wellbeing of children and young people

Other requirements of the post

This post requires regular screening by the Disclosure and Barring Service (DBS).

The post holder will be required to attend up to 3 days of mandatory training per year and team meetings. These may be outside of normal work pattern.