****

**Greater Manchester Coalition of Disabled People**

**Archive Assistant Job Specification**

Applicants are advised that the shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification. Please ensure that you clearly explain how you meet these requirements when making your application.

**Personal Values**

Must display a genuine commitment to equality of opportunity and an understanding of the barriers to full participation in society experienced by disabled people - and how these can be removed.

**1. Knowledge.**

1.1 Knowledge of the social model of disability and the main barriers facing disabled people.

1.2 Good general knowledge of administrative procedures and processes.

1.3 Understanding of equal opportunities.

1.4 Understanding of the importance and limitations of confidentiality.

1.5 Knowledge and understanding of using a range of ICT packages, including Microsoft Word, Excel, and Outlook, or equivalent.

**2. Skills**

2.1 Proven ability to communicate with both groups and individuals in a variety of settings.

2.2 Notetaking and record keeping skills, including agenda preparation, reports and minute taking

2.3 Ability to promote the organisation and archive collection to, and engage with, a wide audience of internal and external stakeholders.

2.4 Ability to support the development, planning and delivery of training, workshops and information sessions.

2.5 Able to plan and prioritise own workload in meeting the project targets and deadlines.

2.6 Able to work on own initiative and as part of a team.

2.7 The ability to create and understand administrative systems, filing records correctly and efficiently.

2.8 Ability to work to deadlines and manage workload, balancing long term, shorter term and immediate priorities.

**3. Experience.**

3.1 Experience of working in an office environment.

3.2 Experience of maintaining systems.

3.3 Experience of producing correspondence and minutes of meetings using Microsoft Word or equivalent.

3.4 Experience of preparing and updating information, including monitoring and acting on the results.

3.5 Experience of updating and retrieving information from a database.

3.6 Experience of using Microsoft Outlook or similar e-mail software.

3.7 Experience of setting up and maintaining manual and electronic filing and logging systems.

**4. General**

4.1 must be a disabled person (self-definition).

4.2 Willingness to work flexibly, including occasional evenings and weekends.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people’s movement.

4.5 Willingness to undergo a Disclosure and Barring Service check.