

Selection Criteria: DAHA Training and Project Officer

Selection Criteria are the skills, abilities, knowledge, experience and/or qualifications required to be able to carry out the duties of this post.

1	An understanding of domestic abuse and how this relates to housing	Desirable
2	A proven ability of organisational and problem-solving skills	Essential
3	Demonstrated skills in planning and coordinating administrative tasks and project work.	Essential
4	Strong influencing, negotiation and relationship building skills	Essential
5	Previous experience of the use of databases to organise work and manage time.	Essential
6	Experience of maintaining a website or familiar with website software	Essential
7	Experience of coordinating meetings and minute taking	Desirable
9	Excellent verbal and written communication skills with a strong customer service focus.	Essential
10	Highly computer literate and proficient in word-processing, spreadsheets, databases, data collection systems, email and Website technology, preferably in a Windows based environment	Essential
11	An understanding of and a commitment to Equal Opportunities in employment and in service delivery.	Essential
12	An ability to work under pressure with excellent time management and organisational skills including the ability to meet tight deadlines.	Essential