

**TORPOINT TOWN COUNCIL  
PERSON SPECIFICATION**

<b>Community Hub and Library Support Assistant</b>		
<b>Sp. pt. 4-6</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational qualifications</b>	Five GCSE passes (A-C) or equivalent including English and Maths.	"A" level qualification or equivalent, Food Hygiene qualification.
<b>2. Work Experience</b>	<p>Experience of working in a customer facing role.</p> <p>Recent office knowledge, based in an administration role.</p> <p>Experience of handling cash and payment transactions.</p>	<p>Experience of administering social media.</p> <p>Experience of working in a library or similar environment.</p> <p>Experience of event organisation.</p>
<b>3. Skills and aptitude</b>	<p>Full commitment to training and CPD.</p> <p>Good analytical skills and attention to detail.</p> <p>Excellent ICT skills.</p> <p>Good interpersonal skills.</p> <p>Confidence and ability to work as part of a team.</p>	Ability to adapt to using Cornwall Council's library software.
<b>4. Motivation</b>	<p>Able to establish and maintain good relationships with Councillors, staff and members of the public.</p> <p>Self-motivated with the ability to multi-task with the confidence to complete tasks with minimal supervision.</p> <p>Excellent organisational and communication skills.</p> <p>Trustworthy.</p>	
<b>5. Other</b>	Willingness to work evenings and weekends.	Full clean driving licence.