

NFTMO Administrator/Co-ordinator Post
Person Specification
Essential Characteristics



	A	B
<u>Experience</u>		
Has worked with or for a tenant controlled housing organisation	✓	
Has worked in tenant participation in some capacity	✓	
Has successfully managed projects, hitting timescales and within budget	✓	
Has played a lead role in event managing a conference, seminar or similar event	✓	
Has successfully applied for grant funding	✓	
Has run group training and or briefing sessions	✓	
<u>Knowledge</u>		
Has a good and current understanding of the social housing sector.		✓
Has a good understanding of policy and regulations affecting the TMO Sector		✓
Understands basic financial management systems	✓	✓
Understands and is committed to Equality & Diversity	✓	✓
<u>Skills</u>		
Has good IT skills and is familiar with social media.	✓	✓
Is able to write clear and concise reports	✓	✓
Is a confident public speaker		✓
Is a good communicator in a variety of settings		✓
Is a self-starter and able to plan own working week in consultation with others	✓	✓
Is well organised and can keep accurate records	✓	✓
Is flexible		✓
Is accountable and able to follow direction	✓	✓

A : Applicants should evidence these characteristics on the application form

B : Shortlisted applicants will be expected to evidence these characteristics during the interview