



The For All Healthy Living Company

Person Specification: Facilities Coordinator

	Essential	Desirable
Qualifications and training		
Education qualification at level 3 e.g. A Level		x
Knowledge and Experience		
Experience of working with the general public	x	
Experience of working in a community building		x
Experience of building or project administration		x
Experience of organising and maintaining efficient administrative systems	x	
Understanding of health and safety policies and procedures	x	
Understanding of equal opportunities policies and practice	x	
Skills		
Proven ability to create a welcoming atmosphere	x	
I.T: confident use of email, internet and word processing packages	x	
Ability to support other workers use of IT	x	
Ability to implement systems efficiently	x	
Good written and verbal communication skills with a variety of people	x	
Ability to build and maintain good working relationships with 'tenants' and users of a service	x	
Ability to work under pressure and juggle competing demands	x	
Ability to meet deadlines	x	
Ability to work independently and reliably and as part of a team	x	
Ability to judge when to consult with managers, staff, tenants and users	x	
Ability to work flexibly in a changing environment	x	
Ability to learn quickly	x	
Personal Qualities		
Commitment to the vision and values of the For All Healthy Living Company	x	
Willingness to "get on and do"	x	
Commitment to learning new skills and knowledge	x	
Willingness to understand and observe FAHLC policies on equalities, health and safety and confidentiality	x	