

# Gaddum

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## Person Specification: Business Support Coordinator

Criteria	Essential	Desirable	Assessed
<b>Qualifications / Experience</b>	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>An IT qualification and / or demonstrable experience of setting up, managing and using data management systems.</p> <p>Evidence of continuous professional development.</p> <p>Administrative experience of contract management, procurement or working to an agreed service contract in a delivery capacity.</p> <p>Experience of leading internal projects from instigation to completion.</p> <p>Experience of KPI management either from a delivery, or commissioning perspective.</p>	<p>Educated to degree level or holds a relevant professional qualification or equivalent relevant experience.</p> <p>Experience of working in VCSE Organisation.</p> <p>Experience of Information Governance systems and processes.</p>	<b>Application/interview/ documents</b>
<b>Skills &amp; Abilities</b>	<p>Ability to lead on a programme of work.</p> <p>Ability to work in multi-disciplinary settings and working in partnership with other professionals, agencies/organisations and a range of internal and external stakeholders.</p> <p>Exceptional IT competence, including Microsoft Office platform, databases and CRM systems.</p> <p>Very well organised, able to prioritise and plan own work; take responsibility in decision making, and work to meet strict deadlines.</p> <p>Ability to curate significant amounts of data in ways that can be easily referenced and available to colleagues.</p> <p>Ability to translate complex information to a range of individuals with differing levels of understanding.</p>		<b>Application/Interview</b>

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<b>Knowledge</b>	<p>An understanding of contracts, monitoring and reporting and holding contractors to account.</p> <p>A working knowledge of safeguarding.</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>Knowledge of Health &amp; Social care and VCSE sectors.</p>	<b>Application/Interview</b>
<b>Values and Personal attributes</b>	<p>A commitment to Gaddum values.</p> <p>A commitment to equality and diversity.</p> <p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p> <p>Ability to make decisions based on evidence-based judgement.</p> <p>Self-motivated.</p>	<p>Knowledge of Gaddum and its services.</p>	<b>Application/Interview</b>
<b>Other Requirements</b>	<p>Ability to travel independently throughout Greater Manchester as required.</p> <p>Flexible approach to working hours to meet the needs of the organisation.</p>	<p>Good understanding of the areas of Greater Manchester</p>	<b>Application/Interview</b>