**BRISTOL REFUGEE RIGHTS**

**PERSON SPECIFICATION**

**Advice & Advocacy Team Administrator**

**Essential Criteria**

|  |
| --- |
| **Experience** |
| * At least one year experience of working in administration * Experience of managing and organising own work * Experience of data entry |
| **Knowledge and Approach** |
| * Ability to work as part of a team and under supervision * Ability to work equally with people from a wide range of countries, faiths and backgrounds * Awareness of, and commitment to, the mission statement, values and objectives of BRR * Knowledge of the experience of asylum seekers and new refugees in the UK and a commitment to working with them |
| **Skills** |
| * Excellent IT skills e.g. internet, word processing, spreadsheets, powerpoint and databases * Fluency and literacy in English |

**Desirable Criteria**

|  |
| --- |
| * Fluency in at least one other relevant language (Arabic, Farsi, French, Mandarin, Pashto, Somali, Sorani (Kurdish), Tigrinya). * An awareness of health and safety issues * Understanding of the requirements of data protection |