**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
 |