

FIRST CHOICE HOUSING ASSOCIATION
COMPETENCY PROFILE / KNOWLEDGE AND EXPERIENCE
IT & Digital Media Administrator

	Qualifications	Assessed	Essential / Desirable
1	An I.T. / media (or similar) qualification of the following standard: 'A' level, BTEC level 3, NVQ Level 3 or above. Or at least 3 years' experience in an I.T. / media role	Application	Essential
2	Minimum 5 G.C.S.E's (or equivalent) Grade C or above, to include Math's and English	Application	Essential
Competency			
3	Reliable & trustworthy	Application / Interview	Essential
4	Creative thinking and innovation	Application / Interview	Essential
5	Interpersonal and communication skills	Application / Interview	Desirable
6	Effective written and oral communication skills	Application /Interview	Essential
7	Work autonomously	Application / Interview	Essential
Knowledge and experience			
8	High computer literacy, to advanced level to include Excel, Word, Publisher and PowerPoint.	Application/Interview	Essential
9	Experience of cloud applications and social media such as Twitter, Facebook, Google Apps etc.	Application /Interview	Desirable
10	Experience of working with different digital media formats.	Application /Interview	Desirable
11	Experience with desktop publishing software	Application /Interview	Desirable
12	Experience of HTML, Dream Weaver.	Application / Interview	Desirable
13	Experience of building, upgrading and maintaining P.C.'s.	Application	Desirable
14	Knowledge of hardware components and specifications.	Application	Desirable
15	Knowledge and understanding of future technologies.	Application/Interview	Desirable
16	Experience of providing training to individuals and small groups	Application	Desirable
17	Demonstrable ability to plan and prioritise effectively in order to achieve results within deadlines.	Application / Interview	Essential
Other			
18	Accurate keyboard skills	Application/Interview	Desirable
19	Strong commitment to equality of opportunity	Application	Essential