*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.*

* Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
* Highly developed administrative and organisational abilities in an administration setting.
* Self-motivated with the ability, in consultation with the Administration Team to initiate and develop logical administrative systems to improve efficiency and effectiveness of administrative functions.
* Excellent time management skills and experience in managing a high workload with minimal direct supervision, prioritising work within established policies, guidelines and procedures.
* Have a sensitive non-judgmental approach and be aware of the needs of clients, staff and other people.
* Skills in assisting all levels of staff and external bodies with a supportive demeanour.