

Hijinx Artist Development Coordinator – South

PERSON SPECIFICATION

	Essential	Desirable
Skills and Abilities		
Willingness to take part in all workshop activities and performances, as required	x	
Ability to develop and maintain positive internal and external relationships at all levels	x	
Effective and engaging communicator	x	
Computer literate, able to learn and work with a range of office software packages	x	
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	x	
Able to handle personal data and information in a professional manner and in accordance with data protection legislation	x	
Ability to use own initiative with minimal supervision and deal with routine queries as they arise escalating to others as necessary	x	
Welsh Speaker		x
Ability to work creatively and collaboratively to solve problems and address challenges	x	
Experience		
Experience of providing administration support in a similar role	x	
Experience of interacting with learning disabled and/or autistic people in either a personal or professional setting		x
Experience of safeguarding in any setting		x
Experience in data entry and accurate record keeping		x
Experience of working in a welfare role, supporting the well-being of others	x	
Attitude		
Highly motivated with a passion for the performing arts	x	
Confidence in participating in practical workshops and performing in shows, sharings and other public presentations	x	
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	x	
Committed to inclusion and accessibility	x	
Passionate learner who is always striving to seek new ideas / approaches	x	
Handles difficult situations calmly and contributes to finding a way forward	x	
Shows sensitivity and respect to others	x	
Excellent team player, with a flexible approach to working practices	x	