

## CHGN Intern - Person Specification

The following are considered essential or desirable for these posts:

	Essential	Desirable
<b>Skills and Knowledge</b>	<p>Ability to work to deadlines and multi-task</p> <p>Methodical and organised approach to work with a commitment to accuracy</p> <p>IT literate, with a good command of Microsoft Office software</p>	<p>Capable of working under own initiative</p>
<b>Experience</b>	<p>Successful organisation of events and logistics</p>	<p>Voluntary sector experience and understanding</p> <p>Experience of living, working or travelling in developing countries</p>
<b>Organisational Skills</b>	<p>Excellent administration and organisation skills</p> <p>Ability to cope with normal work pressures</p> <p>Willingness to develop new skills and ideas and promote these in the working environment</p>	
<b>Communication &amp; People Skills</b>	<p>Excellent communication skills, both orally and in writing.</p> <p>Confidence in liaising and communicating with colleagues, supporters and member organisations</p> <p>Ability to write and edit content for the website</p>	
<b>Values and style</b>	<p>Sympathetic with InterHealth and CHGN's Christian ethos</p> <p>Willing to work both with a team and individually.</p> <p>Flexible, friendly and confident</p>	<p>Interest in and/or commitment to relief and development and mission sectors</p>