

## Job Specification

<b>Post title</b>	Resource officer
<b>Responsible to</b>	MaaMonth Manager

### Role Purpose

The role of the resource officer is to support the MaaMonth Manager in ensuring all MAA's resources are available for institutions.

### Role Outline

#### ***Key responsibilities and objectives of the job:***

- To complete any tasks given by the MaaMonth Manager
- Attend MaaMonth team meetings
- To escalate any issues to the MaaMonth Manager
- To support and work closely with your team
- To contact and liaise with institutions in arranging resources for their events

#### **Key Skills**

- Organisation
- Team Work
- Communication- Written and Verbal
- Interpersonal Skills
- Time Management
- Attention to detail

#### **Essential Experience**

- Ability to priorities workload

#### **Desirable Characteristics**

- Punctuality
- Enthusiasm
- Efficiency
- Decisive
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Ability to work well with the lead.
- Good time management