IT Apprentice Person Specification

Please note: *This position carries an Occupational Requirement (OR) on the grounds of religion and belief in keeping with current guidance. The post holder must be able to demonstrate a Christian belief and value system, in line with Mercy UK core objectives and values.*

Competence	Essential	Desirable
Beliefs	In line with Christian belief of Mercy UK	Willingness to pray with, advise and empower supporters, residents and staff
Qualifications, Education, Training	GCSE Grade A - C in English and Maths	
Experience	Knowledge of IT systems and equipment Passion for IT, Systems, Hardware & Data	Experience of working with confidential information and maintaining its security Ability to understand data, technical terminology, systems requirements and software solutions
Skills and Competencies	Demonstrate listening and observation skills Good self management skills/ability to work independently and as part of a team Excellent communication skills - verbal and non-verbal with people of all levels within and outside of the organisation Excellent use of internet, Office applications and email, along with confidence in communicating using a range of platforms such as social media Ability to develop rapport and maintain collaborative relationships with peers and colleagues Written communication skills – able to organise ideas, issues and thought processes with clarity	Ability to analyse processes and tasks and prioritise workload accordingly Valid Driving License for a minimum of 2 years
Personal Attributes/ Attitude	Passion for God, passion for people and a passion for excellence *Please also refer to 'Core Qualities of a Mercy Employee' Willingness to promote Mercy UK, attend events, conferences and exhibitions on behalf of Mercy UK which will include ministering to people in need, attending church worship and teaching	Values diversity and shows commitment to understanding the thoughts and opinions of others. A hunger for personal growth and development Demonstrate a passion for organisation and people