

**PERSON SPECIFICATION:**

**HR Apprentice**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  | Working toward or willing to work toward a HR qualification/CIPD |  |
| **Experience**  |  | Experience in an RSL or closely related body. |
| **Knowledge, Competencies, Skills & Abilities** | Stamina, drive and enthusiasmStrong organisational skillsExcellent verbal and written communication skillsNumerate and able to analyse statistical informationStrong people skillsAttention to detailCommitment to customer service, equal opportunities and personal integrityCommitment to working as part of a teamComputer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams)Ability to identify own skill gaps and request training where relevant | Working knowledge of all aspects of Registered Social Landlord (RSL) regulations and proceduresProved commitment to social housing. |