Person Specification
Administrator

Qualifications	Essential	Desirable
Formal qualifications		✓
Relevant administrative or IT qualifications		✓

Knowledge and Experience	Essential	Desirable
Previous administrative experience		✓
Confidence using technology and digital systems	✓	
Experience working in a charity or community setting		✓

Skills and Abilities	Essential	Desirable
Good organisational skills and attention to detail	✓	
Excellent verbal and written communication, including interpersonal skills	✓	
Able to work independently, manage time and prioritise tasks	✓	
Confident using initiative and thinking ahead	✓	
Networking abilities	✓	

Personal Attributes	Essential	Desirable
Enthusiastic, positive, professional and approachable	✓	
Genuinely interested in supporting a local charity and its community	✓	
Self-motivated, helpful and willing to learn	✓	
Forward-thinking, with the initiative to seek answers	✓	
Flexible, adaptable and open to new ideas	✓	
Honest, reliable and supportive	✓	
Able to maintain confidentiality	✓	
Ability to display empathy and warmth	✓	
Sense of Humour	✓	

Other	Essential	Desirable
Able to work from home	✓	
Requirement to work unsocial hours	✓	
Flexible working hours	✓	
Enhanced DBS clearance	✓	
Able to travel within the local community	✓	
Full, clean driving licence		✓