

PERSONAL SPECIFICATION

ADMINISTRATIVE ASSISTANT

CRITERIA	E	D	METHOD OF ASSESSMENT
<i>Experience</i>			
1. Experience of working within an office environment	X		
2. Experience of working with Volunteers		X	Application form/Interview
3. Experience of organising meetings and drafting agendas		X	Application form/Interview
4. Good working knowledge of Microsoft Office including Word, Outlook and Excel	X		Application form/Interview
5. Working knowledge of Fundraising databases and DBS check platforms		X	Application Form/Interview
<i>Personal Attributes</i>			
6. Excellent people skills	X		Interview
7. Ability to work independently and as part of a team	X		Interview
8. Ability to work proactively and take ownership of tasks	X		Application form/Interview
9. Flexible around working hours having a willingness to work outside normal working hours when required	X		Interview
10. Ability to foster positive working relationships	X		Interview
<i>Knowledge, Skills and Abilities</i>			
11. Ability to communicate effectively both verbally and in writing, paying attention to detail.	X		Application form/Interview
12. Excellent time management and organisational skills including the ability to prioritise workload	X		Application form/Interview
13. Ability to undertake a varied workload	X		Application form/Interview
14. Knowledge of the General Data Protection Regulations	X		Application form/Interview
15. Able to embrace new ideas and change with enthusiasm	X		Application form/Interview
16. Understanding of Equality and Diversity issues.	X		Application form/Interview