**Person Specification**

**Job Title:**Administrator (Awards & General Admin) (Full-Time @ 35 hrs p/wk) **Job Ref:** *YS/A0721*

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **1. Educational/Professional Qualification** [**https://www.sqa.org.uk/sqa/files\_ccc/Guide\_to\_Scottish\_Qualifications.pdf**](https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf) | | |
| * SCQF Level 6 qualification or above in a relevant field, e.g. Business Administration, Admin Higher / SVQ3 / HNC |  |  |
| * SCQF Level 7/8 qualification or above in a relevant field, e.g. Business Administration, Admin Advanced Higher / SVQ3/4 / HND |  |  |
| **2. Career Experience** | | |
| * A minimum of two years work experience in an administrative or similar role within a busy office environment |  |  |
| * Experience of working for a national charity or membership-based organisation |  |  |
| **3. Specialist Knowledge/Experience** | | |
| * Excellent ICT skills with experience of the Microsoft Office suite, particularly Word, Excel, Access and Outlook as well as online software programmes |  |  |
| * Excellent typing skills |  |  |
| * Experienced in using a variety of office equipment and tools |  |  |
| * Experience of using CRM database systems or similar software packages |  |  |
| **4. Skills/Aptitudes/Potential** | | |
| * Excellent written and verbal communication skills |  |  |
| * Good organisational skills and an ability to prioritise tasks |  |  |
| * Ability to manage time effectively and meet deadlines |  |  |
| * Ability to work as part of a team |  |  |
| * Ability to work with limited supervision |  |  |
| **5. Personal Circumstances** | | |
| * Flexible approach to work |  |  |
| * Ability to work limited unsociable hours (approx. two weekends per year planned well in advance) |  |  |
| * During Covid-19 restrictions and following Scottish Government guidelines, flexibility to work both in the office where required to carry out specific work tasks and also work from home. |  |  |
| * Self-motivated and enthusiastic |  |  |