**Person Specification**

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

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|  | **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
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| * SCQF Level 7/8 qualification or above in a relevant field, e.g. Business Administration, Admin Advanced Higher / SVQ3/4 / HND
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| **2. Career Experience** |
| * A minimum of two years work experience in an administrative or similar role within a busy office environment
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| * Experience of working for a national charity or membership-based organisation
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| **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
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| * Excellent typing skills
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| * Experienced in using a variety of office equipment and tools
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| * Experience of using CRM database systems or similar software packages
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| **4. Skills/Aptitudes/Potential** |
| * Excellent written and verbal communication skills
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| * Good organisational skills and an ability to prioritise tasks
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| * Ability to manage time effectively and meet deadlines
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| * Ability to work as part of a team
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| * Ability to work with limited supervision
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| **5. Personal Circumstances** |
| * Flexible approach to work
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| * Ability to work limited unsociable hours (approx. two weekends per year planned well in advance)
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| * 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.
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| * Self-motivated and enthusiastic
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