

## PERSON SPECIFICATION

POST TITLE: ADMINISTRATOR

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS		Educated to HNC level in Administration & IT	Application Form Interview
RELEVANT WORK/OTHER EXPERIENCE	5 years experience of working in an office administration role  Interest in working with people with a visual impairment	Experience of working for a charity/third sector organisation  Knowledge of visual impairment and its impact for people living with a visual impairment  Involvement in associated areas of interest/voluntary Organisations	Application Form References Interview
PARTICULAR SKILLS/ABILITIES	Excellent communication skills - verbal/written.  To effectively prioritise workloads and meet challenges and deadlines.  Experience of financial book-keeping  IT/PC competence – Word, Excel, SAGE Accounting,	Pro-active outlook  Website and social media skills  Ability to be flexible in approach to workload  ACT! Database, Publisher, Powerpoint	Interview References
PERSONAL QUALITIES	Ability to build good, trusting relationships with Members, colleagues and other professional staff.  History of honesty and integrity.  Ability to be flexible in approach to workload  Willingness to take part in Society activities if required  Friendly and approachable disposition		Interview References