



CENTRE FOR INCLUSIVE LIVING Perth & Kinross

CILPK Administrator Person Specification

Experience or quality	Essential	Desirable
Confident use of Microsoft & google programmes such as google workspace, google docs and forms	✓	
Able to initiate, plan and complete tasks	✓	
Experience of digital communication and its use in a work context	✓	
Communication skills with people in a wide range of circumstances	✓	
Ability to work unsupervised and using initiative	✓	
Experience of general administration duties	✓	
Experience of minute taking and maintaining communication with a varied membership	✓	
Manage social media accounts, website platform and mailing contact lists	✓	
Experience of website maintenance and development		✓
Knowledge/Experience of Disability related issues		✓
Experience of organising and managing small projects and events		✓
Experience of managing accounts/invoices/bookkeeping		✓