



PERSON SPECIFICATION – Administrator

Edinburgh

	Essential	Desirable
EDUCATION	<ul style="list-style-type: none"> • Minimum of three Highers or equivalent • National 5 English 	<ul style="list-style-type: none"> • Degree or Diploma in a relevant field, or a relevant qualification (SCQF Level 7)
KNOWLEDGE	<ul style="list-style-type: none"> • Microsoft 365 including Outlook, Excel and Word (or similar) 	<ul style="list-style-type: none"> • Understanding regarding the Third (Voluntary) Sector
EXPERIENCE	<ul style="list-style-type: none"> • Working or volunteering as a member of a team • Working or volunteering within an office environment • Producing written reports to a high standard for external audiences • Planning and co-ordinating events 	<ul style="list-style-type: none"> • Working with child protection and safe guarding systems • Community fundraising
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Interpersonal skills • A positive and creative approach to tackling tasks • Flexibility to adapt work to suit changing needs • Ability to work on own initiative • Work in a spirit of openness, encouragement and enjoyment • Good oral and written communication • Ability to record work and manage own time 	