

# Person Specification

**Job Title:** Projects Administrator

(Part-Time @ 17.5 hrs p/wk)

**Job Ref:** YS-PADM24

	Essential	Desirable
<b>1. Educational/Professional Qualification</b> <a href="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</a>		
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		✓
<b>2. Career Experience</b>		
A minimum of one year's work experience in an administrative or similar role	✓	
Experience in customer care service	✓	
Experience of working for a national charity or membership-based organisation		✓
<b>3. Specialist Knowledge/Experience</b>		
Excellent ICT skills with experience of the Microsoft Office suite, particularly Word, Excel, Access, and Outlook as well as online software programmes	✓	
Experienced in data collation and reporting	✓	
Experience of using CRM database systems or similar software packages	✓	
Experience of administering small grants		✓
<b>4. Skills/Aptitudes/Potential</b>		
Excellent written, typing, and verbal communication skills	✓	
Good organisational skills with an ability to prioritise tasks	✓	
Ability to plan, meet targets with minimum supervision, use initiative and make decisions	✓	
Flexible approach to work	✓	

	<b>Essential</b>	<b>Desirable</b>
Able to contribute to a professional, highly motivated, and hard-working team	✓	
Excellent written, typing and verbal communication skills	✓	
<b>5. Personal Circumstances</b>		
We require the post to work at Balfour House, Edinburgh, at least 1 day per week, the remaining hours can be worked from home or Balfour House.	✓	