



Lanarkshire Deaf Hub  
105 Roman Road  
Motherwell  
ML1 1EA

## **Person Specification – Administrative Officer (updated Monday 24 March 2025)**

### **Knowledge and Understanding Essential**

- Good working knowledge of ICT, particularly Word, Excel, Access, PowerPoint, Xero, email and databases.
- Understand Health and Safety requirements.

### **Desirable**

- Understand the charity / voluntary third sector, particularly community work.
- Knowledge of deaf communities and their culture.
- Knowledge of British Sign Language (BSL) and understanding of deaf issues.
- Knowledge of working within the charity, voluntary, or community sector.
- Knowledge of organising events.

### **Skills and Abilities Essential**

- Good communication skills.
- Ability to prioritise and manage activities.
- Ability to work independently, resolve problems, and meet strict deadlines.
- Ability to organise meetings and take minutes.
- Ability to complete office administrative tasks and maintain accurate records.
- Working with confidential personnel and recruitment information.
- Excellent communication skills, both verbal and written.
- Excellent time-management and prioritisation skills.
- Confidence in dealing with colleagues, members and external contacts.

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Lanarkshire Deaf Hub is the operating name for Lanarkshire Deaf Club SCIO.

It is a registered SCIO (Scottish Charitable Incorporated Organisation (SC048560)).

## **Desirable**

- Ability to work successfully as part of a team.
- British Sign Language (BSL) at Level 2, or a willingness to learn.

## **Experience**

### **Essential**

- Experience in budget planning, management, and financial administration, including managing petty cash systems and utilizing spreadsheets.
- Experience in preparation of financial management and accounts, as well as management information.
- Excellent understanding of financial accounting systems.
- Experience with Xero accounting systems.
- Experience working with charity accounts, including knowledge of restricted and unrestricted funding.
- Experience in basic research and developing new contacts.

### **Desirable**

- Experience in office management and office systems.
- Experience working with and supporting volunteers.

## **Other**

- Must be flexible regarding working hours, with some evening, weekend, or event commitment required.
- Ability to work under pressure, managing conflicting deadlines and priorities.
- Clear understanding of confidentiality, consent and GDPR.
- Must be dynamic and able to initiate and implement plans to make them achievable and reach targets.
- Must have a professional appearance and good interpersonal skills.
- Ability to review and reflect on personal practice.
- Non-judgemental approach.
- The successful post-holder will be required to undertake a Disclosure Scotland check.

End of document.