

## PERSON SPECIFICATION

## Charity Administrator

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>QUALIFICATIONS/ TRAINING</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs (grade C or above) including Maths and English</li> <li>• Full UK Driving Licence and availability of vehicle insured for business use</li> </ul>	<ul style="list-style-type: none"> <li>• 3 A levels</li> <li>• Microsoft Office training (Outlook, Word, Powerpoint, Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Driving Licence and Insurance Documents (at interview)</i></li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Administration experience, preferably gained in the charity sector</li> <li>• Experience of implementing and developing office procedures</li> <li>• Experience of inputting financial data and keeping accurate financial records</li> <li>• Experience of managing office budgets</li> <li>• Experience of working to tight deadlines and in a fast-changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the charity sector</li> <li>• Experience of CRM databases</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Proficient in using Microsoft Office (Outlook, Word, Powerpoint, Excel), and able to link usage to a CRM database</li> <li>• Good working knowledge of social media across key platforms (Facebook, Twitter, LinkedIn)</li> <li>• GDPR and PECR compliant</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of current issues within the charity sector and the NHS</li> <li>• Knowledge of local area</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and planning skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Eye for detail and ability to multi-task</li> <li>• Able to work independently as well as part of a team</li> <li>• Ability to work with a broad range of organisations and people of all ages and backgrounds.</li> <li>• Sound decision making skills</li> <li>• Able to work using own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Able to complete charitable trust applications</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul>

<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Motivated and driven by UHCW Charity’s cause</li> <li>• Outgoing, friendly and honest, acting as the first point of contact with UHCW Charity</li> <li>• Flexible and able to plan and readjust work in response to changing circumstances</li> <li>• Proven track-record of building strong working relationships with a wide range of people- internally and externally</li> <li>• Self-determination and drive</li> <li>• Commitment to equal opportunity and diversity</li> </ul>		<ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul>
<b>EFFORT/ ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• You may be required to work during evenings or weekends occasionally</li> <li>• Willing and able to travel across the Coventry and Warwickshire region for meetings and events</li> <li>• Able to handle difficult, sensitive or emotionally distressing situations, particularly when working with families of patients of the hospital or donors who have suffered a recent bereavement</li> </ul>		<ul style="list-style-type: none"> <li>• <i>Application Form</i></li> <li>• <i>Interview</i></li> </ul>

An enhanced DBS check will be required before the appointment can be confirmed.