



Person Specification

Job Title: Fundraising Admin Assistant

	Essential	Desirable	Identified by
Experience	<p>Experience of working in an office environment, undertaking a variety of admin and clerical duties</p> <p>Experience of working to targets and deadlines</p>	<p>Previous experience of working with volunteers, statutory and voluntary organisations.</p>	<p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p>
Qualifications		<p>IT, admin or office skills</p>	<p>Application Form</p>
Knowledge and Skills	<p>Excellent written and oral communication skills and good telephone manner</p> <p>Excellent interpersonal and organisational skills</p> <p>Willingness and ability to work flexible hours</p> <p>Ability to work both independently and collaboratively</p>	<p>General understanding of working in the third sector in any charitable environment</p>	<p>Application Form and Interview</p> <p>Application Form and Interview</p>

	Essential	Desirable	Identified by
Knowledge and Skills cont....	<p>Able to work to targets</p> <p>Able to use Word, Excel, PowerPoint and Outlook</p> <p>Ability to speak to a variety of groups</p>	<p>Experience of working in an admin role with varied and complex duties and responsibilities</p>	<p>Application Form and Interview</p> <p>Application Form and Interview</p>
Personal Qualities	<p>Proactive and self motivated</p> <p>Reliable and well organised</p> <p>Courteous, positive and enthusiastic</p> <p>Creative thinker</p> <p>Able to deal with sensitive situations tactfully</p> <p>Professional outlook and appearance</p>		<p>Application Form and Interview/References</p> <p>Application Form and Interview/References</p> <p>Application Form and Interview/References</p> <p>Application Form and Interview/References</p> <p>Application Form and Interview/References</p> <p>Application Form and Interview/References</p>