

Job Specification – Senior Administrative Officer			
Aspect	Essential	Desirable	Application (A) Presentation (P) Interview (I) References (R)
1. Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills, with the ability to communicate with staff, volunteers, trustees and customers at all levels 		A, I, P
	<ul style="list-style-type: none"> Well organised and able to work on own initiative 		A, I
	<ul style="list-style-type: none"> Able to work under pressure, asking for support when appropriate 		A, I, R
	d. Committed to principles of Equality, Diversity and Inclusion		A, I
<ul style="list-style-type: none"> Skills 	a. Ability to prioritise workload and work effectively to deadlines.		A, I, R
	b. Proven analytical and problem-solving skills		A, I, R
	c. Ability to supervise, motivate and support other members of staff and volunteers		A, I, R
	d. Skills in collating, interpreting and disseminating information clearly, both verbally and in writing		A, I, P
	e. Ability to communicate and build relationships with people from a broad range of backgrounds		A, I, R
		f. Skills in giving formal presentations to a range of audiences	A, P
		g. A relevant first aid	A

		qualification	
3. Knowledge & Experience	<ul style="list-style-type: none"> • Experience of paid and/or voluntary work in the VCFSE sector 		A
	<ul style="list-style-type: none"> • Experience of setting up and managing administrative systems -with an up to date working knowledge of Microsoft Office products and previous experience of using databases 		A, I
	<ul style="list-style-type: none"> • Understanding of the challenges of partnership working and collaboration 		A, I
	<ul style="list-style-type: none"> • Experience of managing external communications (e.g. PR, website, social media). 		A, I
	<ul style="list-style-type: none"> e. Understanding of the experience of poverty, disability and social inequality 		A, I