

Person Specification - Administrator/Membership Officer

Essential

- Experience of detailed administration tasks
- Experience of answering telephone queries in an office environment
- Detailed knowledge of Microsoft Excel
- Competent use of Microsoft Office business suite
- Experience of working in a highly organised and methodical way in a busy open plan office
- Good communication and interpersonal skills with children, young people and adults
- Practical command of English
- Able to work alone and as part of a team
- Ability to respond to changing priorities
- A commitment to working in an anti-discriminatory way
- Able to work in a busy office environment

Desirable

- Confident personality
- Experience of using Mailchimp or similar email tools
- Experience of using an Epos or customer relationship management system
- Proven problem-solving abilities
- Proven ability to present information and documentation.
- Practical experience of using social media tools for promotion
- Experience of using Xero or similar finance package
- Experience of monitoring funding bids
- Experience of using Squarespace or similar web design package
- Voluntary sector experience
- Current First Aid qualification
- Current Fire Warden qualification