

PERSON SPECIFICATION

Post:	Special Projects and Admin Assistant
Department:	CEO Office

	Essential Criteria	Desirable Criteria
Education/ Qualifications	Good level of Education	Further Education Additional relevant training/ qualifications
Experience	Experience in an administration/ office based role Experience of coping well under pressure and meeting deadlines	Experience in a customer facing role Working for a charity Experience in events administration
Skills/Ability/ Knowledge	Efficient administration skills Strong literacy skills and an eye for detail Able to work independently and prioritise tasks Ability to take direction and absorb information Able to work as part of an active front of house events team	Prior knowledge of Redwings
Qualities/ Attributes	Excellent communication skills Enthusiasm Flexibility Confidentiality	Diplomacy Accuracy and attention to detail
Other Requirements / I.T. skills	Word processing Excel Strong keyboard skills Use of internet for research	Database processing Driving Licence

Signed Date.....
(Employee)

Signed Date