

Person Specification – Grants Administrator

Skills and Abilities

- A strong sense of organisation and good order;
- Able to plan ahead and prioritise;
- Attention to detail;
- A good memory for facts;
- A clear writing style;
- Firmness as the situation requires;
- Disciplined time management.

Experience

- Working in a small team;
- Work in the charitable sector;
- Managing an extensive filing system;
- Managing an electronic database system;
- Website administration.

Knowledge

- Strong familiarity with MS Word/Excel;
- Knowledge or experience of disability.

Personal attributes

- Friendly telephone manner;
- Self-motivated and able to work independently;
- A positive outlook and good sense of humour;
- A regard for the needs of others.