

Person Specification

Administrative Assistant



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- High level of computer literacy with a strong working knowledge of MS office and database software packages
- Database administration and data entry experience.
- Experience of collecting, recording and presenting data.
- Keen attention to detail.
- Good oral and written communication skills.
- Good organisational skills.
- Able to work on own initiative and as part of a team.
- Ability to complete tasks with minimum supervision.
- Confident, assertive and capable of dealing with people at all levels in the organisation
- Discretion and able to maintain confidentiality.
- Willingness to learn new skills and self-awareness of personal development areas.
- Committed to Equal Opportunities and anti-discriminatory practice.

Desirable

- Experience of using CRM (Customer Relationship Management) databases, Blackbaud Raiser's Edge NXT in particular.
- Knowledge of local authority/ TWAM financial procedures
- Knowledge of local authority working practices.
- Cash handling experience.
- Knowledge of and experience of working to support GDPR.

Part B

The following criteria will be further explored at the interview stage:

- High level of computer literacy with a strong working knowledge of MS office and database software packages
- Database administration and data entry experience.
- Good oral and written communication skills.
- Keen attention to detail.
- Good organisational skills.
- Able to work on own initiative and as part of a team.
- Confident, assertive and capable of dealing with people at all levels in the organisation.
- Discretion and able to maintain confidentiality.
- Committed to Equal Opportunities and anti-discriminatory practice.

Additional Requirements

- The job role will require the post holder to work on occasional evenings / weekends.
- The post holder will be required to travel in the North East region to work at a number of sites/locations.