

PERSON SPECIFICATION – FHN Administrator/Fundraiser

SKILLS AND EXPERIENCE

Essential

1. Experience of maintaining hard copy and digital records, accurately and methodically.
2. Ability to work confidently in databases.
3. Ability to process sensitive information and maintain strict confidentiality.
4. Proficiency in appropriate ICT skills, such as Microsoft Word, Excel, Outlook and PowerPoint.
5. Experience in establishing and managing administrative processes.
6. Understanding/experience of marketing, including social media.
7. Good general standard of education to include English and Mathematics with excellent numeracy and literacy skills.

Desirable

1. Education to Degree level or equivalent.
2. Financial literacy.
3. Advanced ability in Microsoft Word and Excel.

PERSONAL QUALITIES

1. Strong empathy and respect for the appeal and the work of FHN. A willingness to act as its advocate and relate to its members and their work.
2. Proven ability to work constructively and at a good pace both self-managed and within a team.
3. Excellent time management. Able to prioritise and handle differing workload demands, be highly organised and efficient and meet deadlines.
4. Excellent attention to detail and accuracy.
5. Good written and oral communication skills.
6. Excellent interpersonal skills, able to relate to and communicate with a wide variety of people at a consistently high level.
7. A good sense of humour, flexible and adaptable.
8. Self-motivated, able to take initiative, and with a generous 'can do' attitude.
9. Socially confident and well presented.
10. A professional attitude and persona.
11. Comfortable with working alone.

February 2018