# TARA CENTRE

# Person Specification

# Administrator

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| SECTION ONE: The essential criteria in this section will measured at shortlisting although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet the essential criteria. Failure to do so will result in you not being shortlisted. The Selection Panel reserves the right to utilise one or more of the Desirable Criteria in addition to the Essential Criteria for shortlisting and at interview. | | | |
| **Factor** | Essential Criteria | Desirable Criteria | |
| Qualifications/Experience | GCSE Maths & English (Grade C or above) or equivalent qualifications to demonstrate literacy and numeracy **AND**  2 **“**A” levels at Grade C or above or equivalent qualification or higher qualification  **AND**  A minimum of 2 years experience working in an office environment using Databases, Spreadsheets, Financial Information or Processing  **AND**  12 months experience of working with Microsoft packages including Word, PowerPoint, Excel, Outlook, Access and/or other Databases | Level 4 or above qualification  3 years+ experience working in an office environment  Experience in the workplace web-site management and use of social media platforms such as Facebook, Twitter etc and other digital methods of communication  Further qualifications connected with administration and IT e.g. OCR/RSA Stage II Word Processing or equivalent qualification  Experience of working in an office environment in the third sector | |
| SECTION TWO | **The essential criteria in this section will be assessed at interview** | | |
| Knowledge and understanding | Understanding of the Tara Centre objectives, ethos and values  Confidentiality & Data Protection  Health & Safety Requirements  Office Practices including records management, data collation and database management; petty cash management  Social media platforms especially Facebook, Twitter etc and other digital methods of communication  E-mail, website and social media analytics tools to measure communications activity | |  |
| Skills | Excellent interpersonal and communication skills  Excellent organisational skills and effective time management  Ability to work on own initiative  Ability to prioritise and meet deadlines  Proficiency in oral and written skills to a level consistent with the duties of this post (both to be tested as part of the recruitment process which includes the completion of an application form  Ability to write, edit, and develop content that helps inform others about our organisation and its services to the public.  Competence in the use of Microsoft Word, PowerPoint, Excel, Outlook and Access or other databases  Use of IT systems, programmes and equipment  Works effectively as a member of a team | |  |
| Personal characteristics | Enthusiastic and self-motivated with a strong work ethic and a can-do attitude  Commitment to continuous improvement of the Centre’s systems, procedures and operations  Approachable  Resourceful  Flexibility including undertaking evening and weekend work as and when necessary.  A willingness to grow with the role which will evolve and change in and beyond the present pandemic-impacted context; this will include bringing new relevant ideas to the team. | |  |

**All applications** for employment are considered strictly on the basis of merit.

3.3.22.