



Administrator (*maternity cover*) Person Specification

Key AF: Application Form; I: Interview; E: Exercise

	Criteria	Essential Desirable	Assessment
Education & Qualifications	Educated to A Level or equivalent Level 3 qualification or equivalent compensatory experience	Essential	AF
Knowledge and Experience	Proven track record of designing and implementing administrative systems	Essential	AF/I
	Good understanding of how to develop databases, data capture and Data Protection	Essential	AF/I
	Financial management and/or book-keeping experience	Essential	AF/I
	Experience of working within a charity and/or an arts organisation	Desirable	AF/I
Skills and Abilities	Excellent written and verbal communication skills	Essential	I/E
	High level of numeracy	Essential	I/E
	Ability to communicate effectively with a wide range of stakeholders, e.g. schools, young people, board members.	Essential	AF/I
	Excellent organisational skills and ability to prioritise and manage multiple tasks.	Essential	AF/I
	Ability work well under pressure	Essential	I
	Strong team player with excellent interpersonal skills.	Essential	I
	Proficient in the use of ICT including all Microsoft Office Packages	Essential	AF
Personal Qualities	Affinity with the values of Travelling Light and interest in theatre for young people.	Essential	AF/I
	Self-motivated and able to work on own initiative	Essential	I
	A commitment to Equality and Diversity	Essential	I
Additional requirements	Ability to work flexible hours where needed, e.g. occasional evenings and weekends	Essential	I