



PERSON SPECIFICATION
ADMINISTRATOR

AREA	ESSENTIAL	Essential/ Desirable	How Assessed
QUALIFICATIONS	Hold a full driving licence and be able to use own car for business purposes.	D	Application
SKILLS, EXPERIENCE AND KNOWLEDGE	Excellent computer skills including all MS Office products	E	Application/Interview
	Excellent literacy and numeracy skills	E	Application/Interview
	Ability to organise, use and maintain filing systems	E	Application/Interview
	Confident communicator both written and verbal	E	Application/Interview
	Ability to research, collate and present information in a clear and concise manner	D	Application/Interview
	Experience of administering sports programmes and services of an NGB, local authority or in the private sector leisure industry	D	Application/Interview
RELATIONSHIPS WITH PEOPLE	Excellent team player	E	Application/Interview
	Ability to build positive working relationships with individuals and partner organisations	E	Application/Interview
	Ability to deal with members, volunteers, staff and contractors in a courteous and professional manner	E	Application/Interview
INITIATIVE AND INDEPENDENT ACTION	Have the capacity to effectively organise and manage multiple tasks and prioritise on a time and task basis	E	Application/Interview
	Be able to work well under pressure and to meet deadlines whilst maintaining the highest standards of quality	E	Application/Interview
	Demonstrates initiative and flexible approach to work and willing to work unsociable hours	E	Application/Interview
PERSONAL DEVELOPMENT	Positive approach to personal development and willingness to undertake additional training	E	Application/Interview