

Nurture the Borders – Administrator Person Specification

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Nurture the Borders Administrator

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview

ESSENTIAL	Method of Assessment	
	A	I
Qualifications, Training, Experience		
Good standard of education	✓	
Relevant secretarial/IT training	✓	✓
Employment History		
Relevant previous or current employment	✓	✓
Skills and Experience		
Secretarial skills and experience, including typing and word processing	✓	✓
Proficient at using Microsoft Office suite	✓	✓
High standards of practice and presentation at work	✓	✓
Experience of administrative work	✓	✓
Effective communication skills (written and verbal)	✓	✓
Ability to prioritise	✓	✓
Flexibility to adapt work to suit changing needs	✓	✓
Good organisational skills	✓	✓
Good time management skills	✓	✓
Personal attributes		
Excellent interpersonal and communication skills	✓	✓
Ability to work as a positive member of a team	✓	✓
Ability to work on own initiative	✓	✓
Ability to establish and maintain effective relationships with a wide variety of people	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓

Understanding of the need for professional confidentiality	✓	✓
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Special Requirements		
Eligible to work in the UK	✓	
Occasional evening or weekend work		✓
Willing to access training		✓
Driving license and access to your own car	✓	✓

DESIRABLE		
Experience of working within a voluntary organisation	✓	✓
Experience of working with volunteers	✓	✓
An interest in the needs of parents and babies and in perinatal mental health	✓	✓
Knowledge and experience of taking minutes	✓	✓
Experience of creating Social Media posts and content	✓	✓
Experience of creating publicity material, eg flyers, using Canva	✓	✓
Experience of managing organisational social media accounts	✓	✓
Experience of managing website back office	✓	✓
Training in equal opportunities and diversity	✓	✓

