

Administrative Assistant

PERSON SPECIFICATION

In considering applications we will be assessing the extent to which applicants' experience, qualifications and employment history equip them to undertake this post.

Applicants should be able to demonstrate the following PERSONAL COMPETENCES

- A high degree of self motivation and personal organisation
- A high standard of written and verbal communication and interpersonal skills.
- An open approach to working and thinking
- An ability to engage in team working as well as taking the initiative
- The ability to actively apply principles of equality of opportunity and diversity (including disability)

Applicants should also be able to demonstrate that they have the following KNOWLEDGE and SKILLS

- Proven experience in office administration
- Basic numeracy and clerical skill
- Competent IT skills as follows: Microsoft operating system and Office applications; Spreadsheets e.g Excel, word processing e.g Word for Windows, emails using Outlook, databases, e.g. Microsoft Access.
- Competent skills and knowledge of Social media use (e.g Instagram, Twitter & facebook, youtube) and other web tools for example Eventbrite, survey monkey and filesharing platforms.
- Competent photo editing skills using paint, photoshop or procreate
- Good telephone manner and communication skills
- Good co-ordination and organising skills.

Desirable but not essential:

- Basic Film editing skills using imovie or similar.
- Ability to edit documents using InDesign.
- A good understanding of equality and access issues and ability to apply that to all areas of the work
- Advanced IT skills; e.g. wordpress web content management systems.
- Knowledge of the contemporary Visual Arts
- Knowledge of Xero accounting package
- First Aid trained

Other essential requirements:

- Enhanced Check (Security Check by the Disclosure and Barring Service) is essential for this post. The company will undertake this process.
- Eligibility to work in the U.K. At interview you will be asked to bring some forms of identification to prove eligibility to work in the U.K.
- Flexibility to work away from home, evenings and weekends and ability to travel occasionally as required.