| A logo for a foundation  Description automatically generated **MARIE COLLINS FOUNDATION** **PERSON SPECIFICATION –ADMINISTRATOR** |
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| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
| **Knowledge and Experience** * Knowledge of administration and office systems
* Experience of working with Microsoft Office and strong IT skills
* Experience of co-ordinating meetings and minute taking
* Experience of producing policies or procedural documents
 |  * Knowledge of health & safety management and risk assessments
* Knowledge of statutory reporting for charities or charity governance
* Experience of website editing and management
* Experience of grant applications and bid writing
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| **Occupational Skills**  |  |
| * Good interpersonal and communication skills
* Good numeracy and literacy skills
* Ability to work under pressure and meet deadlines
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| **Qualifications** |  |
| * Education to A-level or equivalent occupational experience
 | * First aid training
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| **Personal Qualities*** Confidentiality and discretion
* High level of individual accountability
* Attention to detail and accuracy
* Organisational skills
* Ability to work successfully in a small team
* A positive and flexible attitude to work
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| **Other Requirements** |  |
| * To be committed to MCF’s policy and ethos.
* To be committed to Continual Professional Development.
* Motivation to work on behalf of children, young people and their families.
* Enhanced DBS clearance required
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| **Equal Opportunities*** To assist in ensuring that MCF’s equalities policies are considered within the Charity’s working practices in terms of both employment and service delivery.
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