| 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 |
| **Occupational Skills** |  |
| * Good interpersonal and communication skills * Good numeracy and literacy skills * Ability to work under pressure and meet deadlines |  |
| **Qualifications** |  |
| * Education to A-level or equivalent occupational experience | * First aid training |
| **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 |  |
| **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 |  |
| **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. |  |