**PART-TIME OFFICE ADMINISTRATION/FUNDRAISER/EVENTS POSITION**

**PERSON SPECIFICATION**

The selection of candidates for the post will be based on the following criteria:

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| **ESSENTIAL** | **PREFERRED** |
| **Qualifications**GCSE grade C or above in English and Maths (or equivalent)Full clean driving licence  | **Qualifications** ‘A’ level attainment (or equivalent)Current First Aid at Work CertificateIT qualificationsOffice administration qualifications |
| **Capabilities and Skills**Ability to work well under pressureDisability awarenessExcellent administrative and organisational skillsExcellent time management skillsExcellent telephone mannerAbility to work competently with a networked computer systemEffective written and spoken communication skillsAbility to cope well with disabled people and their needsUnderstanding of the voluntary sectorCash handling experienceExperience of fundraising | **Capabilities and Skills**Experience of the SAGE computerised accounts systemExperience of equine show and event organisationExperience in the voluntary sectorExperience in fundraisingExperience in event organisation  |
| **Personal Qualities**Good attendance record Accuracy and attention to detail Dependability and reliabilityAbility to accept responsibilityPositive, proactive and enthusiasticEmotional stabilityPatienceAbility to relate to people from a wide range of backgroundsAdaptable and willing to learn and developAbility to work well as part of a teamFlexibility and resourcefulnessAppreciation of the need for confidentiality | **Personal Qualities**Committed to making a difference |
| **Circumstances**Evening and weekend working will be required at timesCar owner |  |