**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 Certificate  IT qualifications  Office administration qualifications |
| **Capabilities and Skills**  Ability to work well under pressure  Disability awareness  Excellent administrative and organisational skills  Excellent time management skills  Excellent telephone manner  Ability to work competently with a networked computer system  Effective written and spoken communication skills  Ability to cope well with disabled people and their needs  Understanding of the voluntary sector  Cash handling experience  Experience of fundraising | **Capabilities and Skills**  Experience of the SAGE computerised accounts system  Experience of equine show and event organisation  Experience in the voluntary sector  Experience in fundraising  Experience in event organisation |
| **Personal Qualities**  Good attendance record  Accuracy and attention to detail  Dependability and reliability  Ability to accept responsibility  Positive, proactive and enthusiastic  Emotional stability  Patience  Ability to relate to people from a wide range of backgrounds  Adaptable and willing to learn and develop  Ability to work well as part of a team  Flexibility and resourcefulness  Appreciation of the need for confidentiality | **Personal Qualities**  Committed to making a difference |
| **Circumstances**  Evening and weekend working will be required at times  Car owner |  |