



# Person Specification

## NCVS Central Administrator

Factor	Essential Criteria		Desirable Criteria	
Experience	<ul style="list-style-type: none"> <li>• Experience of office administration</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Experience of CiviCRM</li> <li>• Understanding of the local voluntary and community sector and local provision</li> <li>• Knowledge of standards for managing and protecting information, including information privacy, security and data protection principles</li> </ul>	A
	<ul style="list-style-type: none"> <li>• Experience using CRM systems to record contacts and data</li> </ul>	A/I		A
	<ul style="list-style-type: none"> <li>• Experience of working with internal colleagues and the public in a customer-focused environment</li> </ul>	A/I		A/I
	<ul style="list-style-type: none"> <li>• Experience using Microsoft Office applications</li> </ul>	A/I		
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent administration and organisational skills</li> </ul>	A/I/	<ul style="list-style-type: none"> <li>• Understanding of equality and diversity and its importance in developing services</li> </ul>	A
	<ul style="list-style-type: none"> <li>• Demonstrates excellent attention to detail and accuracy</li> </ul>	A/I/ T		
	<ul style="list-style-type: none"> <li>• Thinks logically, ability to problem solve</li> </ul>	A/I/ T		
	<ul style="list-style-type: none"> <li>• Can organise oneself to meet deadlines, keeping all relevant parties informed</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>• Capable of communicating in a clear and concise manner</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>• Ability to summarise complex information and produce accurate minutes from meetings</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>• Ability to work effectively in a team</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>• Maintains a high degree of confidentiality and discretion when giving and receiving information</li> </ul>	A/I		

**Demonstrable by A = Application / I = Interview / T = Test**