

APPOINTMENT OF CONSERVATION ADMINISTRATOR

PERSON SPECIFICATION

CHARACTERISTICS	ESSENTIAL/ MINIMUM	DESIRABLE
QUALIFICATIONS	Good general education	Office qualifications and/or financial-business qualifications
		Full current UK driving licence (and use of own car)
EXPERIENCE/ KNOWLEDGE	Previous administrative experience including understanding basic financial and budget processes	Grant claims and finances
	General experience of office routines, including preparing paperwork for income and expenditure	
	Proficient IT knowledge including Microsoft Office, with experience in the use of MS Word, MS Excel and MS Teams / Zoom / virtual meeting software	Experience in the use of other project management software and virtual interactive 'whiteboards'
	Accuracy in carrying out routine tasks with good attention to detail, and maintaining impeccable audit trails including maintaining task, action and risks logs	Project administration for grants
	Good, accurate report writing with clear verbal report giving skills	Producing material for social media platforms
		Experience of working with volunteers, placements and interns
		Developing work programmes systems and reporting systems
PERSONAL ATTRIBUTES	Ability to work independently and as part of a team	Working in a dispersed team
	Excellent time management and forward planning	
	Excellent communication skills (written and oral)	
		An interest in nature's recovery