



## Skills and Experience – Administrator

Category	Criteria	Essential (E)	Desirable (D)	Assessment Method
Experience	Experience providing an administrative, coordination or office support role	✓		Application
	Experience acting as a first point of contact and responding to enquiries professionally	✓		Application / Interview
	Experience providing administrative or executive support to senior staff or Boards	✓		Application / Interview
	Experience organising meetings, events, travel and accommodation	✓		Application
	Experience providing administrative support to a small organisation or charity	✓		Application
	An understanding of the profession of Occupational Therapy		✓	Application / Interview
	Experience supporting Boards of Trustees or similar governance bodies		✓	Application / Interview
IT & Systems	Confident user of Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint)	✓		Application / Interview
	Experience using online portals, databases or CRM systems	✓		Application
	Ability to learn new IT systems quickly	✓		Application / Interview

	Experience using graphic design packages e.g. Canva	✓		Application / Interview
	Experience using project management software e.g. AirTable	✓		Application / Interview
	Experience using electronic signature platforms (e.g. DocuSign, AdobeSign)		✓	Application
<b>Governance &amp; Compliance</b>	Experience in preparing agendas, board papers and meeting documentation	✓		Application
	Experience of minute-taking for formal meetings	✓		Application / Interview
	Understanding of GDPR and handling confidential information	✓		Application / Interview
	Experience in monitoring project compliance or maintaining project governance records		✓	Application
<b>Finance Administration</b>	Experience in collating and managing invoices for payment	✓		Application
	Experience of Charity authorisation processes and multiple signatories		✓	Application
<b>Communication &amp; Relationships</b>	Excellent written and verbal communication skills	✓		Application / Interview
	Ability to build effective relationships with internal and external stakeholders	✓		Interview
	Experience liaising with external partners, assessors or suppliers		✓	Application
<b>Social Media &amp; Communications</b>	Experience creating and/or supporting social media or website updates and content		✓	Application

	Experience assisting with the creation of marketing or promotional communications		✓	Application
<b>Personal Attributes</b>	Highly organised with strong attention to detail	✓		Application / Interview
	Ability to manage competing priorities and work to deadlines	✓		Interview
	Proactive and flexible	✓		Interview
	Professional, approachable and person-centred	✓		Interview
	Commitment to the values of the Trust	✓		Application / Interview
	Self-employed status and registered with HMRC for payment of own TAX and NI	✓		Application / Interview