

Person Specification Building Bridges Programme Administrator

	Essential	Desirable
Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	<i>Experience in providing administrative support to projects or large pieces of work.</i>	<i>Experience in working across multiple organisations or groups of people.</i>
	<i>Experience in administering financial control or claim processes.</i>	<i>Experience in administering financial claim processes across multiple organisations.</i>
	<i>Experience in ensuring compliance with standards (controls, participant files, governance, branding, etc.).</i>	<i>Experience in influencing others to deliver high standards of work.</i> <i>Experience in ensuring compliance with standards across multiple organisations.</i>
	<i>Thorough understanding of Windows and Microsoft Office systems including search engines, Word, Excel and PowerPoint.</i>	<i>Ability to work with a variety of other computer programs, particularly management information systems.</i>
	<i>Ability to organise meetings, take concise notes and draft minutes, action plans and reports.</i>	<i>Experience of organising conferences, seminars and training workshops.</i>
	<i>Ability to research and validate information.</i>	

Personal Attributes

We are looking for someone who has the following personal attributes:

- Well organised, confident and self-motivated
- Good interpersonal, written and verbal communication skills
- Confidence in dealing with a wide variety of people and organisations
- Adaptable, flexible and creative
- Good level of numeracy and literacy
- Good concern for standards
- Ability to work flexible hours when needed
- Ability to travel to meet work commitments if necessary (current driving licence preferred)
- Able to work in a team setting
- Ability to use own initiative