

Person Specification

NOTE TO APPLICANTS:

Points on the specification marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. The points marked "D" are considered desirable but not essential.

JOB TITLE: Administrator

CRITERIA:

Experience

1. Leading and motivating people (E)
2. Administration of a small business/Social Enterprise (D)
3. Working within the charity/independent sector (D)
4. Submitting grant applications (D)
5. Experience of digital and press marketing (D)

Skills and Abilities

1. Ability to speak Welsh (D)
2. Good written and verbal communication skills (E)
3. Ability to prioritise and organise workload (E)
4. Experience of keeping records (D) (E)
5. Ability to liaise with other agencies (E)
6. Practical woodworking skills (D)
7. Familiarity with a range of power and hand tools (D)
8. Assessment and problem solving ability (E)
9. Experience of Projects (D)
10. Ability to work as a member of team or alone (E)
11. Pleasant and efficient manner (E)
12. Able to undertake appropriate training (E)

MSHS Administrator

Education/Qualifications/Knowledge

1. Interest in or knowledge of boats/sailing (D)
2. Computer literate with the ability to use Microsoft office (E)

(No formal Qualifications are required for this role)

Commitment to Service Delivery/Customer Care

1. Commitment to working with others (E)
2. Commitment to the ethos of a not-for-profit organisation (E)
3. An ability to support and be supported by others involved in the project (E)