



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: 100x Impact Accelerator Administrator

Department/Division: 100x Impact Accelerator

Accountable to: 100x Head of Operations

Criteria		E/D
Knowledge and Experience	<ul style="list-style-type: none"> Administrative experience with a particular focus on diary and travel management, and processing expenses 	E
	<ul style="list-style-type: none"> Excellent IT skills, including MS Word, Excel, Outlook and Power Point, and ability to acquire working knowledge of new software and technologies 	E
	<ul style="list-style-type: none"> Experience of supporting committees, including minute-taking 	D
	<ul style="list-style-type: none"> Experience managing budgets, contracts, and supplier relationships 	D
	<ul style="list-style-type: none"> Experience of maintaining a contact database of CRM system 	D
	<ul style="list-style-type: none"> Experience of event management 	D
	<ul style="list-style-type: none"> Educated to degree level or equivalent 	D
Teamwork and Motivation	<ul style="list-style-type: none"> Demonstrable motivation to work in an administrative role in the social impact space, and identification with the aims of 100x Impact Accelerator 	E
	<ul style="list-style-type: none"> Ability to contribute actively to the team to meet shared objectives 	E



Initiative and Problem-Solving	<ul style="list-style-type: none"> Ability to make decisions and use initiative, and to manage tasks with a minimum of supervision 	E
	<ul style="list-style-type: none"> Ability to exercise judgement in relaying important, confidential and sensitive information to various parties 	E
	<ul style="list-style-type: none"> Ability to resolve problems when an immediate solution is not apparent 	E
Liaison and Networking	<ul style="list-style-type: none"> Experience of working with a range of people at all levels of seniority in support of divisional or team goals 	E
	<ul style="list-style-type: none"> Ability to form links and networks with internal and external colleagues 	E
Planning and Organising Resources	<ul style="list-style-type: none"> Ability to keep work practices, systems and procedures under on-going review and update and amend as required 	E
	<ul style="list-style-type: none"> Highly organised with the ability to plan, prioritise, multi-task and work to deadlines 	E
	<ul style="list-style-type: none"> A thorough and detailed approach with meticulous attention to detail 	E
Service Delivery	<ul style="list-style-type: none"> Ability to provide a high standard of service to internal and external stakeholders with accuracy, showing good presentational skills and an eye for detail 	E
	<ul style="list-style-type: none"> Ability to deal tactfully and effectively with staff and external contacts at all levels, demonstrating discretion where required 	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.