



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: Administrator

Department/Division: International Inequalities Institute, Atlantic Fellows Programme
Accountable to: AFSEE Executive Director

Competency	Criteria	E/D
Knowledge and Experience	Excellent general IT skills – particularly Microsoft Office packages such as Microsoft Word, Excel, PowerPoint, and Outlook.	E
		E
	Experience of using databases, such as Salesforce, and managing data resources.	E
	Experience in event organisation.	
	Experience with financial administration.	E
	Experience of working in a complex international programme.	D
	Educated to Bachelor's degree level (or equivalent).	D
	Previous experience of working in Higher Education or a similar environment.	E
Planning and Organising	An interest in the area of inequalities, social change, civil society and international development.	D
		D
	Exceptional organisational skills and the ability to devise and implement effective office management systems.	E
	Strong event organisation skills and ability to take projects to completion.	E
	Ability to plan and organise a varied workload, coordinate a range of tasks and activities, and to prioritise a range of tasks effectively to consistently meet deadlines.	E
	Ability to use initiative to solve day-to-day queries and problems.	E



	Ability to adopt a proactive approach and use own initiative to suggest new mechanisms/processes/systems.	E
	Ability to recognise when a problem should be referred.	E
	Flexibility and ability and willingness to adapt to changing circumstances and demands.	E
	Ability to effectively maintain records electronically and on paper.	E
Service Delivery	Proven experience of delivering excellent customer service.	E
	A thorough and detailed approach with meticulous attention to detail.	E
	Ability to provide proactive, prompt and efficient support for colleagues and other key stakeholders.	E
	An ability to work flexibly and effectively to maintain high standards and to consistently meet deadlines in a fast paced environment.	E
	Ability to follow procedures effectively and support the continuous improvement of administrative processes.	E
	Experience of preparing documents for meetings and following up on action points.	E
	Ability to quickly learn and apply new skills.	E
Communication	High-quality written and verbal communication skills.	E
	Ability to communicate in a tactful and courteous manner with a wide variety of people, at all levels, in the most appropriate format.	E
	Ability to convey and present information in a meaningful and appropriate manner.	E
	Able to handle confidential and sensitive information.	E
Teamwork and Motivation	Collaborative mind set, effective team player who works well with others and fosters a shared sense of purpose.	E
	Evidence of motivation and ability to work independently without direct supervision.	E
	Willingness to be flexible and adaptable to the variable work needs of the team.	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.