

PERSON SPECIFICATION Post Title: Grants Administrator Department: _____

Characteristic	Essential	Desirable
Qualifications (e.g. GCSE, A level, Degree, Professional Body membership)	At least 5 GCSE's (including Maths and English)	Professional secretarial or administrative qualification
Experience (relevant experience required, e.g. previous jobs, project work, training received)	At least 12 months Administration. Experience with various database models and software	Previous charity office/admin work
Special skills (e.g. typewriting, languages, manual dexterity)	Exceptional customer service skills 60 wpm typing Proficient computer skills High standard of written English Sound with 'numbers' Research skills	Languages Full Driving Licence
Personal qualities (referring to the demands of the job; e.g. leadership, reliability, responsibility, self-reliance, acceptability to others)	Reliable, responsible, polite, efficient, good interpersonal/customer service skills, integrity, sense of humour. Strong initiative. Excellent Team worker	Passionate about the values of The Body Shop Foundation General awareness of global issues and current affairs -
Physical attributes (referring to job requirements for general health, strength, appearance, manner and voice. Would any sort of disability prevent a person doing the job?)		-
Circumstances (referring to the position of the potential candidates, e.g. pay, demands of the job such as hours of work or need to travel)	Flexibility to hours/days of work. Occasional weekend work, maybe 2 or 3 times a year. Ability to travel, possibly overseas once or twice a year. -	-