



Person Specification – Administrator Role

	Essential	Desirable
Commitment	<ul style="list-style-type: none"> • Acceptance of the Basis of Faith, Aims and Values of SparkFish 	
Knowledge	<ul style="list-style-type: none"> • Basic financial knowledge • Ability to understand bank statements and financial spreadsheets 	<ul style="list-style-type: none"> • Knowledge of the locality • Knowledge of different Christian traditions
Skills	<ul style="list-style-type: none"> • Clear and courteous communication in speech and writing • Clear organisational skills • Ability to use main features of Office software • Ability to use software for keeping contacts, maintaining spreadsheets and creating presentations 	
Experience	<ul style="list-style-type: none"> • Basic financial administration • Use of the internet for research, ordering, etc. • Administration and office systems 	<ul style="list-style-type: none"> • Organising practical arrangements for meetings (booking venues, arranging catering etc.) • Experience of creating social media posts, such as Instagram and Facebook etc. • Experience of creating risk assessments for health and safety

		<ul style="list-style-type: none">• Charity fundraising
Personal Qualities	<ul style="list-style-type: none">• Warm and friendly manner• Ability to work in a team.• Personal initiative and independence in appropriate areas of job description.• Patience and determination• Loyalty and encouragement	