

ADMINISTRATIVE COORDINATOR



	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • Good standard of education including GCSE Maths and English or equivalent. 	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Experience managing office workflows, organising meetings, and acting as a central point of contact for external and internal stakeholders. • Experience of providing finance and administrative support to small and growing teams. • Experience managing and maintaining databases • High level IT skills, including Word, Excel, and Outlook e-mail. • An understanding of Financial and Administrative procedures. • Excellent verbal and written communication with clients and staff. • Ability to maintain effective working relationships. • Accurate work with excellent attention to detail. • Able to learn new procedures quickly. • Excellent time management and prioritisation skills. 	<ul style="list-style-type: none"> • 2 years' experience in similar role(s) • Experience working with Grant and/or Statutory funding. • Experience working with local communities/public.
Personal qualities	<ul style="list-style-type: none"> • Strong team player with great interpersonal skills • Self-motivated with an ability to use own initiative • Flexible and adaptable to the needs of the organisation and team • Ability to complete work within deadlines to a high standard of finish. • High level of integrity when dealing with sensitive, confidential and GDPR-compliant data 	<ul style="list-style-type: none"> • Understanding and willingness to work with the ethos of a charitable organisation.