



Person Specification
Careers, Employability and Enterprise Administrator

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> • Good numeracy and literacy skills to A Level standard or equivalent. • Experience of working with data of a confidential and sensitive nature. • Previous administrative experience including small-scale project or programme delivery, monitoring and evaluation. 	<ul style="list-style-type: none"> • First degree • Experience of working in an HE environment, or experience of working in the private sector
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Strong IT skills and thorough knowledge of Microsoft Office suite with specific experience of working with a database. • Excellent organisational skills. • Minute taking and meeting organisation skills. • Events preparation, planning and delivery experience. 	<ul style="list-style-type: none"> • Experienced in using Teams or Zoom platforms • Budgeting experience. • Fluent use of social media channels.
Personal attributes	<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Committed to high professional standards. • Able to act with discretion and maintain confidentiality. • Strong interpersonal and communication skills. A team player. • Friendly approach and high levels of customer service. • Demonstrates accountability. • Willingness to embrace change and adopt a proactive approach. • Close attention to detail. • Good time management skills. 	
Team and management skills	<ul style="list-style-type: none"> • Able to work well as part of a small team and also to take personal initiative when necessary. 	
Other	<ul style="list-style-type: none"> • Willingness to work flexibly to meet the demands of the role to include some evening and weekend working. 	<ul style="list-style-type: none"> • Full clean driving licence