

Administrator (Part Time) - Person Specification

	Essential	Desirable
Skills, Experience & qualifications	<ol style="list-style-type: none"> 1. Ability to efficiently carry out a wide range of administrative functions 2. Experience and ability in using accounting software, e.g. Sage, Excel 3. Computer literate – able to use Email, Microsoft Word, Microsoft Excel, Intranet and other software applications 4. Self-motivation, can-do, problem-solving attitude – with the ability to organise own workload, and know when to involve others 5. Ability to get along with a wide range of people of all ages, backgrounds and levels of expertise 6. Good communication skills and command of written English 7. A good telephone manner 8. Minute-taking skills 	<ol style="list-style-type: none"> 9. An interest in the Cotswold Canals Project 10. Experience working at a charity and/or an interest in fund-raising projects 11. Creative abilities (for the design of brochures etc) 12. Web abilities (for updating an internal Intranet)
Other considerations	<p>This is a permanent, part time appointment currently based in and around Stroud.</p> <p>Notice period is one month.</p>	<p>Ability to drive would be an advantage.</p>
Package offered	<p>Hours – 20 hours per week across 5 days.</p> <p>Salary - £19,500 p.a. pro rata equivalent to £10 per hour.</p> <p>Holidays: 25 days + public holidays</p> <p>Mileage rate: <4000 miles/year 40 ppm; >4000 miles/year 22.5ppm (excludes travelling between home and work.</p>	