**Person Specification- CROPS Administrator**

| **Requirement** | **Essential/Desirable** | **How Assessed** |
| --- | --- | --- |
| **Qualifications** |  |  |
| Minimum of grade C at ‘O’ level or GCSE (or equivalent) in Mathematics and English Language | Desirable | Via CV |
|  |  |  |
| **Experience** |  |  |
| Experience in an administrative or office management role, preferably within a non-profit or educational setting | Essential | Via CV and interview |
|  |  |  |
| **Knowledge & Technical Skills** |  |  |
| Proficiency in Microsoft Office Suite | Essential | Via CV and interview |
| Familiarity with digital filing systems and online event platforms and collaboration tools(e.g., Eventbrite and Mailchimp) | Essential | Via CV and interview |
| **Skills and Competencies** |  |  |
| Excellent written and verbal communication skills | Essential | Via CV and interview |
| Strong attention to detail in managing records and communications | Essential | Via CV and interview |
| Ability to prioritise workload, manage multiple tasks and meet deadlines | Essential | Via CV and interview |
| Problem-solving ability with adaptable approach to new challenges | Desirable | Via interview |
| Excellent time management | Desirable | Via CV and interview |
| Customer service orientation and relationship-building skills | Desirable | Via interview |
| **Personal Attributes** |  |  |
| Commitment to the mission and values of CROPS | Essential | Via interview |
| Positive attitude with willingness to support the wider team | Essential | Via interview |