



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		



Requirement	Essential/Desirable	How Assessed
Commitment to the mission and values of CROPS	Essential	Via interview
Positive attitude with willingness to support the wider team	Essential	Via interview