

Person Specification

Post Title: Individual Giving Administration Assistant



Cumbria
Wildlife Trust

1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Previous experience of working in an administrative role in a busy office environment	•	
2.	5 GCSE's including English & Maths at grade C / grade 4 or above, or equivalent qualification or experience	•	
3.	Intermediate level experience of using Word, Excel and Outlook	•	
4.	Experience of using a database system (we use thankQ)		•

2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Good numeracy and literacy skills	•	
2.	Excellent customer service skills	•	
3.	Accurate data entry and attention to detail	•	
4.	Good organisation and planning skills	•	
5.	Ability to work independently with minimal supervision	•	
6.	Good problem-solving skills	•	
7.	Understanding of data protection requirements		•
8.	Ability to spot inconsistencies in data		•

3 Personal Qualities

The post holder will:

		Essential	Desirable
1.	Enjoy providing excellent service to staff and our supporters	•	
2.	Be confident in handling confidential data	•	
3.	Have good timekeeping skills	•	
4.	Have a flexible approach, able to respond to changing demands	•	
5.	Be willing to follow established systems and procedures	•	
6.	Work well within a team	•	
7.	Enjoy data analysis		•

Terms and Conditions

1. Salary: £20,176, plus pension contribution of 9% (Year 1 - Grade 8.2) based on a 35 hour week.
2. Duration of post: Two years. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. Hours per week: 35 hours. Monday to Friday, ensuring that all five working days are covered. Some out of hours work may be required, for which time off in lieu is given. The Trust operates a Flexi-time policy.
4. Holidays: 28 days per annum, including public holidays. After one year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of five extra days.
5. Place of work: Cumbria Wildlife Trust offices at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.
6. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, Senior Personnel Officer, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX or by email to admin@cumbriawildlifetrust.org.uk.
7. Only short listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
8. Closing date for applications is **9am on Monday 23 August 2021**.
9. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service.
10. Any further enquiries should be directed to Hazel Jones, Senior Fundraising Officer, Cumbria Wildlife Trust at the above address or telephone 01539 816300.