



**St Nicholas**  
Hospice Care

A Registered Charity No. 287773

### PERSON SPECIFICATION

<b>Post:</b>	Events Administrator
<b>Department:</b>	Fundraising

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Basic Education / Training</b>	<ul style="list-style-type: none"> <li>• Good IT Skills including knowledge of word and Excel, and database experience.</li> </ul>	
<b>Knowledge/ Skills/Ability</b>	<ul style="list-style-type: none"> <li>• Data Handling</li> <li>• Ability to work as part of a team</li> <li>• Excellent organisation skills</li> <li>• Good administration skills</li> <li>• Good eye for detail</li> <li>• Good written and Verbal communication</li> </ul>	Knowledge of Donorflex or other fundraising database
<b>Background/ Record of Achievement</b>	<ul style="list-style-type: none"> <li>• Experience of working in a customer facing environment</li> <li>• Previous administration experience, including dealing with external enquiries.</li> </ul>	Previous experience in a fundraising environment  Previous experience of events administration
<b>Qualities/ Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work to targets</li> <li>• Able to work in a busy environment</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full Driving License</li> <li>• Ability to work evenings and weekends</li> </ul>	