

Person Specification

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| Job Title: | Senior Administrator |
| Service: | Coram Beanstalk |
| Reporting to: | Support Team Manager |
| Salary Range: | £25,500 per annum |
| Work Pattern: | Monday to Friday 9am to 5pm |
| Contract Type: | Permanent |

| Knowledge, Skills and Experience: | Essential/ Desirable |
|---|---------------------------------|
| Experience of providing a high standard of customer service, using known processes and own initiative to respond to the customer's needs. | Essential |
| A minimum of 2 years' experience of working in a role requiring a high level of organisational and IT skills. | Essential |
| Experience of using and maintaining a database to manage records and handle processes. | Essential |
| Experience/knowledge of process mapping and gap analysis | Desirable |
| Knowledge of safer recruitment processes | Desirable |
| Experience of using of Salesforce. | Desirable |
| Key skills and Behaviours: | |
| Excellent organisational and administrative skills, with demonstrated ability to prioritise tasks to meet deadlines. | Essential |
| Strong communicator both verbal and written, and comfortable with speaking over video links. | Essential |
| Logical and analytical thinking combined with strong problem-solving skills and attention to detail. | Essential |
| An excellent level of IT literacy and proficiency with MS Office suite and other relevant software. | Essential |

| Other Requirements: | |
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| Commitment to Beanstalk's mission | Essential |
| Understanding of safeguarding | Essential |
| Commitment to equality, diversity and inclusion | Essential |
| Able to travel on occasion | Essential |
| Access to a remote working area that is free from distraction and has a strong broadband connection. | Essential |