** Person Specification**

 **Volunteer Team Administrator**

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| **PERSON SPECIFICATION** |
| **REQUIREMENT** | **ESSENTIAL/DESIRABLE** |
| * At least two years’ administration experience
 | D |
| * Excellent English verbal and written communication skills including the ability to relate to people at all levels
 | D |
| * Intermediate knowledge of Microsoft Office particularly Word, Excel and Outlook
 | D |
| * Able to produce minutes of meetings and prepare reports which are accurate and well presented
 | D |
| * Ability to effectively prioritise, with good organisational and administrative ability
 | D |
| * Ability to use initiative and to work well under pressure/to deadlines
 | D |
| * Experience of developing and maintaining administrative systems
 | D |
| * Experience of working with confidential material
 | D |
| * A commitment to PAC-UK’s mission statement and values
 | E |
| * A commitment to working within PAC-UK’s anti-discriminatory/Equal Opportunities framework
 | E |
| * Ability to occasionally work flexible hours (i.e. out of usual office hours)
 | D |

E = Essential
D = Desirable

 *Please email PAC-UK's Operation Assistant, Yvette Collier:* *yvette@pac-uk.org**if you have any questions about this role before applying.*