

Person Specification



Job Title: Events Support Administrator

Department: Events Fundraising

Location: Warwick

Responsible to: Events Manager

Attributes	Essential	Desirable
Educational / Professional Qualifications		NVQ or equivalent in Customer Service Events or office administration qualification
Previous Experience	Previous administration experience in a fast-paced role Organising groups of people Communicating with groups of people	Events experience Working for a charity
Skills and Attributes	Good administrative and organisational skills including ability to prioritise Excellent communication skills Computer literate, especially in Word, Excel and Microsoft Outlook Calm and positive approach Good interpersonal skills Empathetic Flexible Team Player	Experience with using a variety of social media channels
Other	UK driving licence and a vehicle for work (necessary for event travel & logistics) The right to work in the UK (we cannot provide sponsorship)	