



Person specification: Administrative Assistant

Experience	Essential	Desirable
Experience of working within a small team in a busy environment	X	
Experience of responding to enquires via email, mail, and phone	X	
Experience of maintaining electronic and paper-based records and databases	X	
Experience of book-keeping, banking and maintaining financial records	X	
Experience of preparing and distributing mailings	X	
Experience of meeting, welcoming, and assisting visitors	X	
Experience of working with volunteers		X
Experience of using social media		X
Knowledge of Data Protection legislation	X	
Knowledge of Safeguarding & Protecting Vulnerable Groups (PVG) procedures		X
Knowledge of the Catholic Church and its structure in Scotland		X
Experience of organising and supporting events	X	

Skills and abilities	Essential	Desirable
Excellent organisational skills	X	
Ability to prioritise work and work flexibly under pressure and on own initiative	X	
Ability to work effectively both independently and in a team	X	
Ability to maintain ownership of areas of responsibility and work accurately (without supervision)	X	
Excellent communication skills, using spoken, written, and electronic media	X	
Excellent literacy, numerical and financial skills	X	
Excellent attention to detail and accuracy	X	
Ability to prepare bespoke spreadsheets and use Mail merge	X	
Ability to proficiently use: SAGE 50 Accounts Microsoft Office Packages, -Word; -Excel -Outlook -Publisher -PowerPoint	X X X X	 X X

Personal Attributes	Essential	Desirable
Personal integrity, with an ability to respect confidentiality	X	
Commitment to the values and ethos of SSVP	X	
Willingness to be flexible, adaptable, and undertake team tasks when this is needed to achieve an objective	X	
Willing to develop new skills/undertake training when needed	X	