

Person Specification

Experience

Candidates will ideally have previous administration experience, preferably in the creative industries, with an interest in young people and the arts. It is expected you will be a current member of the PVG scheme, or be eligible to join.

Essential Skills

- Proficient in Microsoft Office and familiar with Mac computers
- Experience of book keeping and basic financial administration
- Ability to prioritise and be highly organised
- Ability to direct, plan and balance own workload
- Ability to work methodically and accurately
- Ability to manage multiple tasks and work under pressure
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong attention to detail
- Ability to take initiative
- Motivated, reliable and responsible

Desirable Skills

- Enthusiasm for working with young people
- Interest in and/or experience of working in the arts
- Proven ability to work as part of a small team
- Personable with a can-do attitude
- Organised and calm manner
- Up to date understanding of child protection procedures and systems