**PERSON SPECIFICATION:**

(E) Essential (D) Desirable

Education & Experience

1. Education to Degree level or at least 3 years experience in a role with compatible competencies/skills (E)

Skills

1. Well developed literacy and numeracy skills (E)
2. Accurate and quick keyboard skills including word processing and database entry (E)
3. Excellent Microsoft Office skills (especially Word, Excel, PowerPoint) (E)
4. Good communicator with a confident phone manner (E)
5. Experience of using databases (D)
6. High level of attention to detail (E)

Character/Personality

1. Able to cope with demands of a varied workload and prioritise tasks given by numerous people (E)
2. Organised and methodical - Good “completer/finisher” (E)
3. Able to work on own initiative (E)
4. Flexible with a “can-do” attitude (E)
5. Enthusiastic (E)
6. Able to concentrate on detail in a busy atmosphere (E)
7. Naturally supportive of colleagues (E)
8. Interest in gardening/horticulture (D)

Circumstances

1. Flexible attitude to work, ready to work long hours on occasion (E)
2. Full, clean driving licence (D)
3. Use of own car for charity business (D)

NOTE: This job requires manual handling on a regular basis, for example cardboard boxes of stock, leaflets, deliveries, display racking, pull up banners, and similar materials for shows etc. Whilst the post does not require heavy manual work the post holder must have a good level of physical fitness and an absence of muscular - skeletal problems which could be exacerbated by such manual handling tasks.

It is anticipated that the tasks and responsibilities will be unpredictable and varied. Staff are therefore expected to work flexibly when the occasion arises and should be aware that sometimes tasks not specifically covered in their job description have to be undertaken. Evening and weekend may be required as part of this role. (Time off in lieu will be given)