

**PERSON SPECIFICATION – Administrator – Internships**

Dear Candidate,

In no more than 200 words per section, please complete the person specification below to demonstrate how you meet each of the criteria for this role.

Please draw on your skills, knowledge, experience and personal attributes and use practical examples where applicable.

Please return this form to us in the original Microsoft Word version – not PDF. Hand written documents will not be accepted.

Due to Generate working with people who are in the higher risk category we are only accepting applicants who are vaccinated (unless there is a valid medical exception. We will consider applicants who will commit to getting vaccinated if successful.

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| Due to Generate working with people in the high Covid-19 risk category, we are only accepting applicants who are vaccinated, or will commit to getting vaccinated on appointment.   1. Are you fully vaccinated? 2. If you are not fully vaccinated, will you commit to being vaccinated if you are successful? |
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| **How do you meet the requirements regarding the following.** |
| High levels of practical experience using MS excel |
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| *To be completed by Generate* |
| Strong administration and interpersonal skills |
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| *To be completed by Generate* |
| Effective written and verbal skills |
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| *To be completed by Generate* |
| Good organisational and time management skills |
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| *To be completed by Generate* |
| Ability to work well under pressure and meet deadlines |
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| *To be completed by Generate* |
| Previous Finance/Admin experience |
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| *To be completed by Generate* |
| Be able to work in a small team - be willing to support with other areas of the business |
|  |
| *To be completed by Generate* |

Charity: 1069548 Company: 3461665