

Personnel Specification

Title: Organisation and Membership Administrator

Selection	Essential	Desirable
Skills		
Minimum of two years working experience in an administrator role or, similar	yes	
Relevant qualification e.g. Information Management, Marketing; Communications	yes	
Experience in the development and dissemination of information, including experience of: <ul style="list-style-type: none"> • Writing and sourcing content • Identify and produce newsworthy articles • Managing publication and electronic content 		yes
Computer literate in using desktop applications to include the use of: <ul style="list-style-type: none"> • Microsoft office suite • Internet and email facilities 	yes	
Experience in Financial management	yes	
Demonstrable organisational skills	yes	
Good mathematical skills	yes	
Good oral and written communication skills	yes	
Knowledge of		
An understanding of copyright and data protection legislation and adherence to it	yes	
Knowledge of usability and accessibility issues		yes
Rural women's issues		yes

Voluntary and community sector		yes
Office procedures		yes
Experience		
Use of social media		yes
Planning and organising events	yes	
Maintenance of database records	yes	
Maintenance of financial records	yes	
Qualities		
Willingness and ability to work co-operatively	yes	
Ability to work to agreed targets and timescales	yes	
Ability to work on own initiative	yes	
Willingness and ability to work flexible hours	yes	
A commitment to achieving equality for women	yes	
Committed to NIRWN's ethos and values	yes	