

Person specification: Conservation Administrator



War Memorials Trust

Qualifications and experience

Required

1. Educated to degree level in relevant discipline or with equivalent experience
2. Experience of administrative work
3. Experience of working in a team
4. Experience of working with the public in a customer service role

Desirable

5. Experience of working with volunteers or volunteering
6. Experience of remote working or working alongside remote workers
7. Experience of working with websites and writing for the web
8. Experience of public speaking and/or dealing with the media
9. Experience of writing and editing for publication
10. Full Driving Licence (some travelling may be required)

Knowledge

Required

1. IT and computer skills (particularly MS Office: Word, Excel and Access)

Desirable

2. Knowledge of, and support for, War Memorials Trust's philosophy and aims
3. IT and computer skills: Knowledge of Publisher and Photoshop software
4. Knowledge of the grant-giving and volunteering sector

Behavioural competencies

Required

1. Committed team worker
2. Proven good standard of literacy and numeracy
3. Excellent verbal and written communication skills
4. Excellent customer service and interpersonal skills
5. Self-motivated, flexible approach to work with the ability to use initiative to deal with challenges
6. Strong organisational skills with the ability to prioritise and manage a diverse workload and achieve within a budget
7. Excellent problem-solving skills
8. Pride in overall presentation