

## PERSON SPECIFICATION

<b>Job Title:</b>	Programme Administrator
<b>Programme:</b>	Cross Programme
<b>Job Reference No:</b>	AD1241
<b>Grade:</b>	E

## QUALIFICATIONS / EDUCATION

### Essential:

- Experience in project or financial management, business administration or logistics.

### Desirable:

- Qualification in project or financial management, business administration or logistics.

## EXPERIENCE

### Essential:

- Experience in administrative support
- Excellent office IT skills, with experience of working with MS Word, Excel and database software
- Experience in working with a management system
- Experience of data entry
- Experience of simple data analysis and production of associated outputs

### Desirable:

- Experience with supporting project managers with administration in a project-based or consultancy organisation
- Experience of resource planning and budgeting processes in multiple currencies
- Experience of working with website content management systems

## SKILLS

- Excellent organisational skills and attention to detail
- Ability to take initiative to make improvements
- Excellent communication and interpersonal skills
- Able to learn from mistakes, to welcome and implement constructive feedback, and keen to attend internal or external training opportunities for personal development.
- Demonstrated professional approach to dealing with both internal and external colleagues
- Capable of developing an excellent knowledge of the institution's policies and procedures
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice
- Good time management and ability to prioritise, multitask and deal with diverse requests from multiple colleagues
- Ability to remain calm and focused, even under pressure

### **TYPE OF PERSON REQUIRED**

The successful candidate will be highly motivated with excellent administration, organisation, planning and communication skills. They will be willing to learn and undertake a variety of diverse administrative tasks to support effective project management and delivery. They will be flexible in their approach, enthusiastic and approachable, have a close attention to detail, and be committed to good organisation and the implementation of effective and streamlined administration in support of the project-based teams.

### **OTHER RELEVANT INFORMATION**

This is not a United Nations Post. This is a UK based role and the successful applicant will be expected to reside within commuting distance of Cambridge and within the UK.