



ecoACTIVE
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ADMINISTRATIVE OFFICER PERSON SPECIFICATION

ESSENTIAL QUALITIES

The suitable candidate should:

1. Have proven experience in office administration and demonstrate an ability to carry out office and administration tasks, e.g. compose and send professional emails, manage an online calendar, making bookings with service users, coordinating session worker/volunteer work, receiving phone calls, updating spreadsheets, creating word documents, taking minutes, printing and laminating etc.
2. Have some experience using financial spreadsheets and/or carrying out financial administration tasks using Excel
3. Demonstrate an ability to communicate effectively and professionally in English, both verbally and in writing
4. Demonstrate an ability to manage time very effectively, handling their workload and overseeing a number of different office and administrative tasks
5. Demonstrate an ability to prioritise tasks successfully in a busy office environment
6. Show competence in the use of ICT – particularly Microsoft Office (Word, Excel and PowerPoint)
7. Be able to work on own initiative, and as part of a small team
8. Be able to work some flexible hours including attending occasional evening meetings
9. Have a thorough understanding of Equal Opportunities and the ability to challenge inequalities if and when they arise

DESIRABLE QUALITIES:

The suitable candidate should:

1. Demonstrate understanding of, and personal commitment to, a sustainable lifestyle
2. Have an understanding of the school system in the UK and of eco workshop contents
3. Have an understanding of child safeguarding issues, or show willingness to be trained in this area
4. Experience of working in a multicultural environment
5. Knowledge of using WordPress websites and understanding of how to create social media posts, or a willingness to be trained where necessary in doing this