



## ***Being Alongside***

Association for Pastoral Care in Mental Health  
St Paul's Church Centre,  
5 Rossmore Road,  
London NW1 6NJ

[www.beingalongside.org.uk](http://www.beingalongside.org.uk)

# **Person Specification for the role of Administrator**

## **Qualifications**

- Educated to GCSE English and Mathematics or the equivalent
- A secretarial qualification would be an advantage

## **Knowledge**

- Familiarity with the charity sector
- Basic awareness of company law would be an advantage

## **Experience**

- Administration, secretarial or similar roles
- Working with volunteers (all the Trustees and national committee support members hold their roles voluntarily)

## **Skills**

- Competence in using standard Microsoft software packages such as:
  - ✓ Word
  - ✓ Excel
  - ✓ Outlook
- Proficiency in basic book-keeping and the production of accounts to be annually examined
- Knowledge, not necessarily detailed, of websites and their operation
- A degree of self-motivation and efficiency, as the work will essentially be home-based

## **Values**

- The Administrator must be empathic with the work of the charity, which covers mental health and spirituality
- They must demonstrate the values of kindness, openness, non-judgmentalism in all their dealings with others
- Although there is no requirement to be a person of a particular faith or any belief at all, the Administrator must be willing to work with those who hold a religious faith or non-religious belief